



# **S. Ellen Jones Elementary School**

600 E. 11th Street  
New Albany, IN 47150  
Telephone: 812-542-5508  
Fax: 812-542-4790  
Report Absences to: 812-542-8101

## **Student/Parent Handbook 2023-2024**

**“Together We Are Better!”**

## 2023-2024 Calendar

JULY						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 28,31: No Students/Teacher Work Days  
August 1: Students Begin

AUGUST						
M	T	W	T	F	S	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
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September 4: Labor Day / No School  
September 13: Students will report at regular time and be released two hours early for asynchronous learning (Teacher Prof Dev)  
September 29 : Quarter 1 Ends (43 Days)  
October 2-6: Intersession  
October 9-13: Fall Break  
October 16 : Quarter 2 Begins

OCTOBER						
M	T	W	T	F	S	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
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20	21	22	23	24	25	26
27	28	29	30			

November 7: No Students/Election Day/ Teacher PD/ Parent Conferences K-6  
November 22-24: Thanksgiving Break  
December 19: Quarter 2 Ends (43 Days)  
December 20- Jan 3: Student Winter Break

DECEMBER						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
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JANUARY						
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29	30	31				

January 3: No Students/Teacher Work Day  
January 4: Quarter 3 Begins  
January 15: MLK Day / No School

FEBRUARY						
M	T	W	T	F	S	S
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26	27	28	29			

MARCH						
M	T	W	T	F	S	S
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25	26	27	28	29	30	31

March 8: Quarter 3 Ends ( 46 Days)  
March 11: Quarter 4 Begins (48 Days)  
March 18-22: Snow Make-up/Intersession  
March 25-29 : Spring Break  
April 8: Students will report at regular time and be released two hours early for asynchronous learning (Teacher Prof Dev)

APRIL						
M	T	W	T	F	S	S
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29	30					

MAY						
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20	21	22	23	24	25	26
27	28	29	30	31		

May 7: E-Learning Day for all students /Election Day/Teacher PD  
May 27: Memorial Day/No School  
May 30: Last Student Day  
May 31: No Students/Last Teacher Day

JUNE						
M	T	W	T	F	S	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

<span style="background-color: #00FFFF; border: 1px solid black; padding: 2px;"> </span> Student Day - Beginning of Quarter	<span style="background-color: #FF0000; border: 1px solid black; padding: 2px;"> </span> No School	<span style="background-color: #FFA500; border: 1px solid black; padding: 2px;"> </span> E-Learning Day
<span style="background-color: #FFFF00; border: 1px solid black; padding: 2px;"> </span> Teacher Days	<span style="background-color: #90EE90; border: 1px solid black; padding: 2px;"> </span> Regular Start Time/Two hour release for asynchronous learning	<span style="background-color: #FFDAB9; border: 1px solid black; padding: 2px;"> </span> Intersession
<span style="background-color: #FFFFFF; border: 1px solid black; padding: 2px;"> </span> Snow days will be E-learning or will be made up in this order - March 18,19,20,21,22		

## **NEW ALBANY-FLOYD COUNTY SCHOOL CORPORATION MISSION STATEMENT**

*The New Albany-Floyd County School Corporation works together with parents and the community to provide an outstanding education in a safe, nurturing environment where all are challenged to reach their maximum potential as respectful, responsible, contributing members of a diverse society.*

### **OUR MISSION STATEMENT**

*The mission of the S. Ellen Jones Community is to provide a safe, caring environment that nurtures each child's physical, emotional, creative, and intellectual growth. A spirit of family and community, quality research-based practices, and high expectations based on state standards ensure proficient readers, writers, problem-solvers, and responsible citizens.*

## **2023-2024 SCHOOL HOURS**

<b>7:45</b>	Doors open and breakfast is served
<b>8:00</b>	Tardy Bell
<b>8:00-2:25</b>	Instructional Day
<b>2:25</b>	Dismissal (K-4)



### **Two Hour Delay Schedule:**

<b>9:45</b>	Doors Open—No Breakfast Served
<b>10:00-2:25</b>	Instructional Day for K-4 with Regular Lunch Schedule
<b>2:25</b>	Dismissal (K-4)

Dear Parents & Family Members:

Thank you for choosing S. Ellen Jones Elementary School to educate your child. We believe that you are your child's first and most important teacher. We want you to be an important part of the team that is dedicated to your child's school success, and we encourage you to be actively involved in our school family. You can help our students practice the principles of our school motto by encouraging your child to be Safe, Trustworthy, Always Kind, and Responsible at home and at school. Please read the section about *Parent Involvement* to learn more about how you can become more connected with SEJ.



Our award-winning teaching and instructional support staff members are ready to make this a great year of learning and growing for your child. Our extraordinary staff is committed to continuous improvement through our work as a Professional Learning Community (PLC). As a PLC, we work in collaborative teams to find answers to the following questions:

- ☺ *What should each student know and be able to do as a result of each unit of study, grade level, and/or course?*
- ☺ *How will we know if they have learned it?*
- ☺ *What will we do if they don't learn it?*
- ☺ *What will we do if they already know it?*

This approach to instruction keeps us focused on student learning and positive results in a collaborative culture to ensure that each and every child's academic needs are identified and a plan to meet those needs is created, implemented, and modified as needed.

We continue to offer many innovative programs for your children, including a designated time each week for art, music, physical education, media/library, and computer lab. We also offer a variety of computer-based and small group interventions for students who need extra academic help; accelerated learning activities for students who are demonstrating mastery of grade level skills; extended learning opportunities for K-4 students, full day PreK programming, and other opportunities for academic enrichment.

We encourage you to read this handbook and the *Student Guide* carefully to learn more about S. Ellen Jones Elementary and our school corporation. Feel free to contact us with questions you may have after reading the handbook or with any other questions you may have throughout the school year. Your input is always valued.

Please join us in making S. Ellen Jones a great place to learn, grow, and develop our S.T.A.R. potential as readers, writers, and mathematicians!

*The Staff of S. Ellen Jones Elementary*

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We hope that this index is helpful to you as you use this handbook. If you have any questions about where to locate something in the handbook, please call the school office at 812-542-5508. We would be glad to help you!

## **ARRIVAL/DISMISSAL TIMES & PROCEDURES**

The care and safety of our students is our primary concern at S. Ellen Jones. Our arrival times are governed by the availability of staff members to adequately supervise students before school. Every student receives a free breakfast in the classroom. Students should arrive between 7:45 and 8:00 a.m. We cannot allow students into the building before 7:45 a.m. because we do not have staff available for supervision before that time. **Students should not be dropped off or sent to school before 7:45 a.m.** as they will be unattended. Students who arrive after 8:00 a.m. will be counted as tardy.

### **Kindergarten through 4<sup>th</sup> Grade ~ Arrival 7:45-8:00 Dismissal 2:25**

Car Riders use Door 7 (Oak Street). **Students/Car Riders may not cross through or use the Culbertson Ave. parking at arrival as this is for buses ONLY due to student safety concerns.**

Daycares use Door 8 (10<sup>th</sup> Street).

Walkers use Door 2 at dismissal and may enter any monitored door in the morning (students should walk on sidewalks for safety).

Buses use the front parking lot (Door 1) on Culbertson Ave.

#### **Safety Notes:**

- We ask all kindergarten students to be picked up by an adult or older sibling.
- Students arriving and dismissing by car should only use the Car Rider line on the Oak Street side of the building.
- Car Rider numbers will be issued the 1<sup>st</sup> day of school.
- Parents that use Daycares – please have Daycares call to inform the school who they will be picking up and direction on where to stage for pickup.
- **Walkers** – An adult should accompany students walking to and from school. Students will not be permitted to walk home without an adult unless a note from the parents is sent in to the office.
- Do not block traffic along a city street.

***NOTE: Arrival or dismissal procedures are subject to change at the beginning of the school year. You will be notified if there is a change in these procedures.***

It is very important for you to follow the directions of the adults who are “on duty” at each of our doors. These adults are following the directives of the building administrators and are there to keep your child safe. Car riders and daycare students will be released ONLY to vehicles that are using the designated streets next to the school building. Students will not be allowed to cross any lane of traffic to reach a vehicle. Please be considerate of others in line at all times.

Our dismissal time is 2:25 p.m. You must call the school office no later than 1:30 p.m. in order to change how your child will go home at dismissal. Our staff has been instructed to follow the dismissal form directions unless the parent/guardian has made a change. Teachers are responsible for student supervision and are not available to talk in the mornings or during dismissal. If you wish to meet with your child’s teacher, please make an appointment through the school office. We would be glad to meet with you!

## **ATTENDANCE POLICY AND PROCEDURES (NAFCS)**

The New Albany Floyd County Consolidated School Corporation requires that students attend each day the school is in session. Each day of school is part of a sequential learning process; therefore missing even one day without good cause should be avoided.

### **Reporting Absences to School**

Parents are to notify office of a student's absence. When reporting the absence please use the attendance line (812-542-8101) and provide complete information as to child's name, teacher, request for picking up homework, and the reason for the absence. Failure to contact the school office with information regarding the student's absence may result in an unexcused absence.

Physician, dental and counseling appointments should be scheduled after school hours whenever possible. If unavoidable, please notify the office and have the child attend classes both before and after the scheduled appointments. A physician's statement of diagnosis may be required at any point for an absence or extended absences. After ten days absence, a doctor's statement is required each time a student is absent for the remainder of the year. A statement from a licensed medical professional documenting an absence may allow an unexcused absence to be changed to an excused absence.

If one or more of the following occurs, your child will be sent home: temperature of 100 or higher, vomiting, severe pain in the chest or stomach, fainting, live lice is found in hair, and/or injury. Please have two current emergency contacts listed on your child's enrollment form. Please contact the school immediately if this information changes during the year.

### **Excused Absence-Definition**

Absences for the following reasons will be considered as excused absences:

- Illness that involves fever, vomiting, injuries, or situations when a physician recommends the students be absent from school. The reason is to be reported to the school office.
- Death of immediate family member
- Medical or dental appointments which cannot be scheduled outside the school day (a written doctor's statement is to be given to the school office)
- Religious Holidays
- Court ordered absences
- Other unusual circumstances when approved by the principal and requested in advance of the event
- Travel for a limited time period involving new educational experiences for a student, which is requested on an infrequent basis by parents or guardian at least one week in advance of the proposed absence. Letters should be submitted to the school principal for approval.

### **Unexcused Absence-Definition**

Absences for the following reasons will be considered as unexcused absences:

- "Long weekends" and vacations without prior approval
- Moving days (change of residence)
- Transportation problems
- Medical or dental appointment without a doctor's written statement
- Appointments for non-essential activities such as haircuts, shopping, etc.
- Extended absences for head lice treatment



### **Tardy to School-Definition**

Students who arrive at school after 8:00 a.m. are considered tardy. Those who arrive after 8:00 a.m. are to report to the office to obtain a pass that will permit them into the classroom. **The student's parent or guardian is to sign in at the office and indicate the reason the student is tardy.** The tardy will be documented in the office.

Excused tardies are those that are verified in writing by a medical professional, counselor, etc., or those that have been approved by the building principal due to extenuating circumstances.

### **Early Dismissal-Definition**

Requests to release children from school prior to 2:30 p.m. create a disruption to the learning environment. Excused early departures are those departures that are verified in writing by a medical professional, counselor, etc., or those departures approved by the building principals for extenuating circumstances. If early dismissal is unavoidable, please follow this procedure:

- Send a note to your child's teacher including the date, time, and reason for early dismissal.
- Report to the office at the designated time. Your child will be called to the office when you arrive.

### **Procedure for Dealing with Excessive Absences, Tardies, or Early Dismissals**

Once a student obtains **ten** unexcused absences, a referral will be submitted to Department of Child Services per Indiana Code. Referral documentation includes:

- Evidence that the school has communicated attendance concerns to the parents
- An academic impact statement including grades and performance concerns
- Attendance records

Anytime a student misses any portion of the school day (early dismissal, tardy, appointments during the day) the student will be marked tardy for accurate record-keeping. If the period of time exceeds one-half of the student day, the student will be marked half-day absent.<sup>i</sup>

### **Anti-Bullying Policy**

(a) Bullying is **prohibited** by the School Corporation. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

(b) Definition: "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to his or her person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's

academic performance; or

(4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does **not** include:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

(c) Applicability: The School Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a *safe and peaceful* learning environment. The School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

(d) Education: All students in grades K-12 will be provided age-appropriate instruction focusing on bullying prevention.

(e) Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the Superintendent). All staff who observe or receive a report of suspected bullying shall **immediately** notify a designated school administrator in charge of receiving reports of suspected bullying. If a staff member does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The School Corporation will act appropriately to discipline staff members who fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying.

(f) Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but

not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) business day of the report to the designated school administrator and will ordinarily be completed within thirty (30) calendar days.

(g) Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the School Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The School Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.

(h) Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within one (1) business day after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and the School Corporation policy.

## **CHECK IN/CHECK OUT**

Parents are asked to avoid removing students from school during the regular school day. If an emergency occurs and you must remove your child during the school day, a parent will need to come to the school office to sign out the child. **Only the parent, legal guardian, or someone listed on the enrollment form will be allowed to sign out a student during school hours. This also applies to people picking students up in the office after school.** Adults signing students out may be asked for personal identification. PLEASE DO NOT BE OFFENDED. THIS PROCEDURE IS IN PLACE TO PROTECT YOUR CHILD. Please try to schedule all doctor and other appointments after school hours. We want your child to receive the best possible education, so every minute of time is precious.

\*Important Note: Child custody and court orders sometimes dictate that children are not to be released to certain individuals. The school office **MUST** have a copy of the court's ruling on file so we can honor these orders.

## **COMMUNICATION**

The office staff at S. Ellen Jones Elementary is committed to being friendly, kind, and helpful to families and visitors. They are known to go above and beyond to help our students and family members. *Please remember that our office staff is not usually able to help you with information regarding a complaint and will refer your questions to the building administrator as soon as possible.* If you wish to make an appointment with a teacher or administrator, please do so by calling the school office. You may call us at 812-542-5508 during the school day. We will make appointments with teachers through the office or put you through to the teacher's voice mail system. The office staff has been instructed **NOT** to interrupt our instructional day. Staff members will return calls at their earliest convenience.

## **CONFERENCES**

A close line of communication and understanding between the parent and teacher will have a very positive impact on your child's school success. We can communicate most effectively through individual parent-teacher conferences. The New Albany-Floyd County School Corporation will hold a parent-teacher conference day for students in November. Additional conferences may be initiated by either the parent or the teacher. Conferences should be set by appointment. This may be done by calling the school office, sending a note to the teacher, or by indicating a request for a conference on the progress report.

## **COUNSELING**

Our School Counselor is available to your student for social & emotional support. In addition, she is an excellent contact person to help connect families with social services. She is employed by the New Albany-Floyd County Consolidated School Corporation.

## **CROSS WALKS**

Cross Walks should be utilized by walkers. The City of New Albany, when available, may provide Crossing Guards at select intersections in the mornings and at dismissal times. Please impress upon your child the importance of cooperating with the crossing guards and obeying rules for the careful crossing of streets.

## **CURRICULUM**

Our academic curriculum is based on the *Indiana Academic Standards* and the *College and Career Readiness Standards* as set out by the Indiana Department of Education. All students in grades K-4 receive instruction in language arts/reading, mathematics, social studies/citizenship, science and health. Computer instruction is also provided. Students in K-4 also receive regular instruction in library/media, computers, art, music and physical education. Teachers utilize a variety of techniques and teaching strategies to meet the individual needs of students.

Educators and parents want to ensure the success of all students. Therefore, a clear policy for assigning and completing home practice is important. Home practice gives students opportunities to extend classroom learning and practice skills while developing self-discipline and study habits that will benefit them in school and beyond.

Students, parents, teachers, and administrators must work together to share responsibility for student success. Home practice is a valuable, relevant, and positive part of the instructional program. Please see your child's teacher to review their home practice policy.

## **DAYCARE**

Several area daycares transport students to and from our school. Please call the daycare for rate information. Daycare students are to arrive and dismiss through Door #8 on 10<sup>th</sup> Street.



**The SEJ S.T.A.R. Way!**

## **DISCIPLINE POLICY/SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT PLAN**

We take pride in the overall behavior of students at S. Ellen Jones Elementary and provide each student with maximum opportunities to acquire an excellent education. No student has the right to interfere with another's opportunity to learn due to poor manners, inappropriate actions, or lack of consideration. School discipline is simply a matter of courtesy, manners and attitude. Please remind your child that all staff members have equal authority at S. Ellen Jones Elementary. Students are expected to do what is asked of them while under the watchful eye of any staff member.

School rules and policies apply on the school grounds; going to and from school; at the park; on a school bus; and at events where our school is represented such as field trips, programs, or athletic events—regardless of the place or time. In the event of student misconduct, appropriate disciplinary action will be taken.

When a student chooses to ignore opportunities to change his/her behavior as requested by an adult in our building, she/he may be disciplined by a teacher or administrator. Please read the *New Albany-Floyd County Consolidated Schools Student Guide for Student Rights and Responsibilities* located at the end of this handbook for information regarding disciplinary actions, suspensions and expulsions.

S. Ellen Jones has an individual workspace in the office to provide a secure space for students to use as a place to get themselves ready to return to class in the event they are having difficulties in the classroom setting. Students are placed in work area for only short periods of time and are supervised closely by office staff. It is always our goal to keep everyone safe and secure and to return all students to their regular classroom setting as soon as possible.

It is the responsibility of each student to know and obey the rules. Please help your child understand that the following behavior is unacceptable:

- a. Fighting
- b. Verbally or physically hurting another person
- c. Destruction of school or park property, or another student's property
- d. Unacceptable language or gestures, profanity, or vulgarity
- e. Repeated disruption of the classroom
- f. Cheating
- g. Theft
- h. Obscene or suggestive dress
- i. Bullying
- j. Trading personal belongings with others. This includes pierced earrings, clothing, etc.
- k. Racial/sexual jokes, remarks, or harassment
- l. Use or possession of cigarettes, drugs, alcohol, vapes, or look-alikes
- m. Leaving school grounds or designated areas without permission
- n. Chewing gum or eating candy

It is the responsibility of all students to be courteous and obedient in response to directions from school personnel.

Once a student comes on school grounds, he/she may not leave under any circumstances without going through the proper dismissal procedures.

### **SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT PLAN:**

S. Ellen Jones Elementary has developed and implemented a Schoolwide Positive Behavioral Support Plan to ensure that all members of our school family are provided a setting that is safe and disciplined. Our plan consists of several components, including: an adherence to the principles of *Safety, Trustworthiness, Kindness and Responsibility* for all; established procedures that are consistent and expected throughout the building, voice level expectations appropriate to the setting; a system of rewards for appropriate behavior; a plan to address peer-to-peer aggression; and *Conscious Discipline strategies*. These components are described in more detail below.

## **S. Ellen Jones Elementary students are Safe, Trustworthy, Always Kind, and Responsible: The SEJ S.T.A.R. Way**

- SAFE:** Following all school rules and procedures to keep ourselves and others safe and secure at all times.
- TRUSTWORTHY:** Acting in a way that allows you to hold your head high and using good manners at all times.
- ALWAYS KIND:** Being nice to each other in actions and words.
- RESPONSIBLE:** Doing the right thing because it is the right thing to do—even when no one is looking.

### **ESTABLISHED PROCEDURES:**

We have established procedures for all “common areas” in the building. Staff members spend time the first few weeks of school reviewing these procedures (*The SEJ S.T.A.R. Way*) with all students and review these procedures at various times of the school year. Procedures are posted in all common areas so that staff members and students can refer to them in the event that someone forgets a procedure. The common procedures eliminate the possible confusion of “different rules for different people” and allow all adults and students to effectively monitor behaviors in a pleasant and productive manner.

### **VOICE LEVELS:**

Our plan includes a “code” for voice levels. Students and staff practice voice levels that are appropriate for the setting. A simple hand signal can be used to remind students and staff members of the appropriate voice level for a situation. The voice level system can be described as follows:

- Level 0: No one can hear you. (Silence)
- Level 1: The person right next to you can hear you. (Almost a whisper)
- Level 2: The people at your table can hear you. (Quiet voice)
- Level 3: The room can hear you.

### **PLAN FOR PEER-TO-PEER AGGRESSION/BULLYING PREVENTION:**

Our school corporation has a bullying prevention program which follows four basic rules:

- We will not bully others.
- We will try to help students who are bullied.
- We will include students who are easily left out.
- When we know that someone is being bullied, we will tell an adult at school and an adult at home.



All students have the right to an environment in which they feel safe both physically and emotionally. Our Bullying Prevention Program includes a plan to respond to incidents of peer-to-peer aggression. The plan includes an emphasis on helping students recognize their actions as unsafe or unkind and how their actions impact those around them. Students then identify more appropriate ways to solve their problems or address issues. Students are required to call their parent/guardian and parents are made aware of the situation. Documentation is kept at the school and is sent to the district office with any substantiated or unsubstantiated cases of bullying. This process is intended to join the school and families as partners in helping all students grow and complements the principles of *Conscious Discipline* and *Safety, Trustworthiness, Kindness, & Responsibility*.

#### CONSCIOUS DISCIPLINE:

*Conscious Discipline* is a program that was developed by Dr. Becky Bailey and is widely used across the United States to create a relationship-based community model of classroom management. The goal is to create a school family of problem-solvers by actively teaching anger management, helpfulness, assertiveness, impulse control, cooperation, empathy, and problem-solving.

#### ACKNOWLEDGEMENT SYSTEM:

Our acknowledgement system focuses on NOTICING what students do well so that we can reinforce positive behaviors. Staff members and other adults are encouraged to give specific feedback on what they notice a child doing rather than saying something like “good job” or “way to go.” In addition to this specific feedback, our acknowledgement system will include specific celebrations for attendance and academic growth.

#### THE SEJ S.T.A.R. Student Promise:

**Our entire school family makes the following “promise” to each other each day during our morning announcements:**

**As an SEJ Shining S.T.A.R., I promise to be  
SAFE, TRUSTWORTHY, Always KIND, and RESPONSIBLE.**

## **DRESS CODE/STANDARDS OF DRESS**

(5511 Student Dress and Appearance Replacement Policy)

The School Board believes that student dress and appearance should be respectful and not interfere with the learning environment. This replacement policy begins with the 2022-2023 school year.

The School Board understands that schools may have special days/events where the principal allows restricted items to be worn (e.g. sunglasses on Beach Day).

Clothing and jewelry which includes depictions or symbols of the following are prohibited:

- a. sex or sexual innuendo;
- b. lewd, vulgar, indecent, or plainly offensive speech, including profanity;
- c. violence, destruction of property, or advocating the use of force;
- d. urging violation of the law or school regulations;
- e. alcohol, drugs, tobacco, or tobacco like products;
- f. anything that humiliates others or which may be considered racist, sexist, ethnically derogatory, including the confederate flag
- g. anything that substantially or materially disrupts the school environment.

Restricted items will include the following:

- a. Any item deemed inappropriate by a building administrator
- b. Any item that may cause safety concerns/issues
- c. Head covering of any kind unless the item (e.g. religious headwear) is approved by the principal
- d. Pants and skirts must be worn at the waist
- e. Tops without sleeves unless deemed appropriate by a building administrator and cover the stomach
- f. Pajamas or similar nightwear
- g. Sunglasses without a doctor's statement
- h. Clothing or holes in clothing that exposes stomach/private areas

Principals should consider the following progressive consequences when students do not follow the policy:

- a. Warning
- b. Warning and parent contact
- c. Parent conference at the school
- d. In school suspension
- e. Out of school suspension

Principals have the authority to develop a school uniform policy, if they follow the following procedure:

- a. A committee made up of parents, students, certified staff, non-certified staff, and administrators should meet to develop a school uniform policy.
- b. Parents, staff, and students, grade 3 or higher, should be surveyed to get their opinions.
- c. The principal will bring a recommendation to the Superintendent.
- d. The Superintendent shall bring a recommendation to the Board.
- e. The Board will vote on the recommendation.

The Superintendent has the authority to approve a recommendation by the principal to dissolve the school uniform policy. The Superintendent will communicate his/her decision to the Board.

(Approved 5-9-22)

## **EMERGENCY DRILLS (NAFCS)**

All schools are required by state law to conduct the following monthly drills:

- fire drill
- take cover (manmade occurrence) drill per semester
- take shelter (tornado) drill per semester

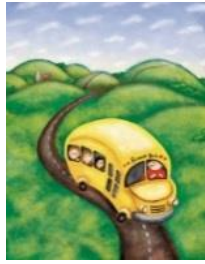


The purpose of these drills is to teach children how to respond in a rapid, orderly, and safe manner in emergency situations. Students are required to cooperate fully and in a serious manner. Proper behavior is expected at all times to ensure the safety of everyone.

## **ENTRY AGES**

Kindergartners must be five years old by August 1 to enter school. Parents are to make an appointment with the principal if they would like to have their child tested for early kindergarten entry. Preschoolers must be four by August 1 to enter school. Early entry is not offered to preschool aged students.

All children must have a completed health form on file. The forms are available in our office. Parents need to provide an updated immunization record, the child's social security information, and the child's birth certificate in order to enroll a child in any early childhood program. This information will be maintained in the child's permanent record.



## **FIELD TRIPS**

Field trips, when available, are designed to enhance the educational opportunities of students. They are aligned with the *Indiana Academic Standards* and provide our students social and educational opportunities that cannot be provided in the school setting.

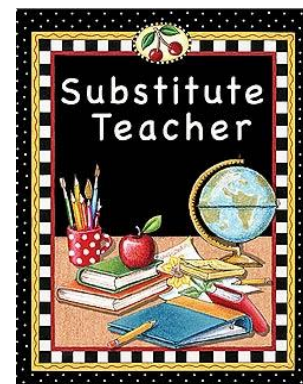
Parents may be asked to chaperone field trips or attend these trips with their child. All adults who attend field trips are required to pass a Limited Criminal History (LCH) check which can be easily arranged through our school office. This must be completed two weeks prior to the scheduled field trip. Adults who attend field trips may not bring other children along on the trip, take their own child away from the school group, or take their own child home from the trip. Adult chaperones do not usually ride the school bus to and from field trips due to space limitations. All students are to ride the school bus to and from field trips.

## **GIFTS FROM CHURCHES & CIVIC ORGANIZATIONS**

S. Ellen Jones has the support of many groups in our community. As a result, we receive items such as Blessings in a Backpack (food bags sent home weekly), gift bags, backpacks, or school supplies at different times of the year. Some of these traditions of giving are long-standing, and the donors receive great joy from completing these acts of kindness and sharing with our children. If you would ever prefer that your child not receive these gifts, just call the school office at 542-5508 and let us know. We will, of course, respect your wishes.

## **GUEST TEACHERS**

The most common reason for having a guest teacher occurs when the regular teacher is ill. However, guest teachers are also used when regular teachers are on leave for personal business, professional training, or family emergencies. Students are expected to be very courteous and respectful to guest teachers. Any misconduct in the classroom will be dealt with immediately.



## **School Health Services**

A school nurse oversees the health services offered at this school. However, a school nurse may not be at the school every day because most nurses travel between multiple school buildings. In case of illness or injury, a child will be cared for by a trained member of the school staff. If your child has a health concern, please include this information on your child's health history information or notify the school as soon as possible. This information remains confidential and is shared with school personnel only on an as-needed basis. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the hospital by ambulance at the parents' expense. ***Remember, an emergency telephone number where parents can be reached must be on file and is vital in reaching parents in the case of an emergency.***

## **Medications at School**

1. A "Request for Administration of Medication" form must be signed and dated by the doctor and parent/legal caregiver. This written request must be on file in the school office before the medication, prescription or over-the-counter, will be administered by the staff. The request must contain the student's name, name of the medication, dosage, and time to be given. The form must be renewed at the beginning of each school year or if the medication changes during the school year.
2. A student may be authorized to possess and self-administer medication for a chronic or acute disease or medical condition if the medication is necessary in an emergency situation. The section of the medication form entitled "Possession and Self-Administration of Emergency Medication Authorization/Approval" must be signed and dated by the doctor and parent/legal caregiver.
3. The medication must be furnished to the school by the parent/legal caregiver on a daily basis. Any exception to this daily dosage requirement must be approved by the principal after consultation with the school nurse. The exception will be limited to a one (1) school week's supply of the medication and must be brought to school by the parent/legal caregiver, or by another arrangement approved in advance by the principal. The medication must come to school meeting the requirements listed in #5 below.
4. All nonprescription medication must be in the original container and be clearly labeled with the child's name.
5. All prescription medication must be in the pharmacy labeled bottle or packaging with the following information:
  - Prescription number
  - Child's name
  - Doctor's name
  - Name of medication
  - Dosage
  - Time to be given.
6. All medication brought to school for administration by staff will be kept in a locked container (unless needing to be secure but accessible for emergency use).

7. School nurses will provide instruction/training as needed to those staff members who dispense medication to students.
8. Non-medicated lip balms and up to 2 cough drops per day (with parent note) is allowed without a doctor's statement.

### **Routine Illness and Returning to School**

**Students should not come to school if they are experiencing any of the conditions mentioned below. If at school, students will be sent home from school for the following reasons and require a doctor's statement for readmission:**

1. Reddened eye(s) with possible drainage, matting, or discomfort.
2. Recurrent or persistent skin infections – including scabies.
3. Unexplained or undiagnosed rash.
4. Injury involving documented loss of consciousness.
5. Untreated drainage from skin.

**Students should not come to school if they are experiencing any of the conditions mentioned below. For each condition marked with “\*”, see #6 for additional details. If at school, students will be sent home from school for the following reasons:**

1. \*Temperature of 100.4 or over. Students must be fever-free for 24 hours *without the aid of fever-reducing medication such as Tylenol/Ibuprofen* before returning to school. See #6.
2. Temperature of 96.5 or lower.
3. Lice (pediculosis) – Students will be sent home if live bugs are found. If a student has nits, he/she may remain at school for the day but should be treated before returning to school. According to New Albany-Floyd County School Board Policy, classroom head checks will not be done.
4. \*Vomiting. Student must be free of vomiting for 24 hours before returning to school unless documentation has been provided to indicate an underlying, non-contagious cause. See #6.
5. \*Diarrhea. Student must be free of diarrhea for 24 hours before returning to school unless documentation has been provided to indicate an underlying, non-contagious cause. See #6.
6. During periods of community spread respiratory illness such as COVID-19, guidelines for being excluded from school and returning to school may be extended and include additional symptoms. Input will be taken from the Floyd County Health Department, NAFCS medical advisor and the Indiana Department of Health.

### **Severe Allergies at School**

If your child has a potentially life-threatening allergy to food, insect sting, latex, or other allergen, please be sure to have your child's health care provider complete an Allergy Action Plan for your child and provide the school with an EpiPen/autoinjector. A school nurse or other trained school employee may give the EpiPen/autoinjector according to the directions on the Allergy Action Plan.

But, what if your child has an allergic reaction for the very first time at school and has never been diagnosed with an allergy? New Albany Floyd County school nurses are prepared to handle these potentially life-threatening allergic reactions as well. If your child experiences a life-threatening allergic reaction at school that involves severe swelling of lip, face, tongue, or throat, severe difficulty swallowing or breathing, or unconsciousness, 911 and a parent will be notified. A school nurse or trained school employee under the direction of a school nurse may use a lifesaving medication called an EpiPen/autoinjector according to orders from the medical advisor. If you do not want your child to receive the life saving measure of medication, please contact your school's nurse in writing.

### **Health and Wellness in the Classroom**

According to the NAFCS Wellness Policy, all foods that are provided, not sold, to students on the school campus during the school day, must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards (<https://foodplanner.healthiergeneration.org/calculator/>). Individual school buildings are allowed up to three (3) exemption days from this policy for the purpose of classroom parties. Each building will independently decide the three (3) days in which food may be served (provided) that do not comply with the USDA guidelines. However, schools are encouraged to serve water and provide fruit or vegetable options as part of the celebration. All food items for parties or celebrations must be store-bought and have a label that includes ingredients, allergens, and carbohydrate counts. If classroom birthday celebrations are allowed, non-food items such as a classroom book, bouncy balls, party favors, or pencils rather than food items are encouraged.

### **Immunizations**

A number of immunizations are required by state law for students admitted to public school. Evidence of receiving these immunizations or a letter of medical or religious objection is required before starting school. Your child could be excluded from attending school with other students if the required proof of immunizations or objection is not given to the school.

### **Meningococcal Disease**

Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and prevention recommends routine meningococcal immunizations at 11 to 12 years old (prior to starting 6<sup>th</sup> grade), with a booster dose at 16 years old (prior to starting 12<sup>th</sup> grade). The meningococcal vaccine is required for 6th-12th grade students to attend school.

## **Health and Extracurricular Activities**

New Albany-Floyd County Schools offers nursing services during school hours. However, a school nurse or health aide is not in the building after school hours. If your child has a medical condition requiring nursing care or a specialized care plan and intends to participate in any before or after-school activities, sports, or the YMCA childcare program, please notify your school nurse. Many agencies use our school buildings for student activities but do not have access to your child's health information or training on how to handle health concerns.

Your school nurse can help you know what steps need to be taken to keep your child safe and healthy outside of the normal school day. For activities that are not school-sponsored (such as YMCA before-/after-school care, After School Rocks, and elementary sports) parents are responsible for communicating a child's health needs to the program director and providing any necessary medication/treatment to care for the child.

## **HEAD LICE**

Students are sent home if live lice have been found in their hair. Parents will be notified if nits or lice are found on their child. Students must be checked by the school nurse or office personnel before they can return to school. Please be aware that it is best to avoid typical arrival and dismissal times because the office staff is quite busy at those times. Parents should bring the completed form and their child to the main office and wait with them in the clinic until the child has been approved for returning to the classroom. Please see the next section for helpful information about Head Lice.

### **WE CAN GET RID OF HEAD LICE! IF YOUR CHILD GETS HEAD LICE, FOLLOW THESE INSTRUCTIONS.**

#### **CARE OF PERSON**

1. Apply lice shampoo to **the head of every person** in the household.
2. Use **two (2) full ounces** of lice shampoo to saturate **dry** hair.
3. Leave lice shampoo on hair for the amount of time stated on the bottle.
4. Add small quantities of water. Work lice shampoo into hair and scalp until suds form.
5. Rinse hair with plenty of warm water.
6. Remove dead lice and nits (eggs) from hair with a lice comb or finger tips.
7. Repeat the above treatment in seven (7) days.

#### **CARE OF CLOTHING AND PERSONAL ITEMS**

1. Wash immediately in hot sudsy water all clothing worn in the past two (2) days.
2. Dry clean any clothing that is not washable.
3. Wash combs, brushes (all hair items) in hot sudsy water.



## **CARE OF HOME**

1. Wash immediately all bed linens on all beds used in the past two (2) days.
2. Vacuum all mattresses, carpets, and upholstered furniture, and dispose of vacuum bag outside.
3. Stuffed animals or stuffed toys must be sealed tightly in a plastic garbage bag for two (2) weeks, then removed and vacuumed.

## **SPECIAL ATTENTION!!!**

1. Child must be treated immediately and returned to school within 48 hours of exclusion or be considered truant. The readmit form must be signed by a school nurse. When school is in session, head checks are done in the office.
2. All other family members and close associates such as grandmothers, grandfathers, aunts, uncles, cousins and friends should be checked for head lice and treated immediately if lice or nits (eggs) are found.

## **HOW CAN YOU HELP?**

1. Check your child and family members' hair frequently.
2. Report all cases of head lice or suspected head lice to your school principal or school nurse at 949-4295.
3. Encourage your child **not to share** combs, brushes, hats, or other personal items!!
4. If you have any questions regarding the above information, contact your school nurse at 949-4295.

## **HOME PRACTICE POLICY (NAFCS)**

### Philosophy:

Educators and parents want to ensure the success of all students. Therefore, a clear policy for assigning and completing home practice is important. Home practice gives students opportunities to extend classroom learning and practice skills while developing self-discipline and study habits that will benefit them in school and beyond.

Students, parents, teachers, and administrators must work together to share responsibility for student success. Home practice is a valuable, relevant, and positive part of the instructional program. The New Albany-Floyd County Consolidated School Corporation encourages students to complete homework assignments at the elementary, middle, and high school levels. A rule of thumb for how much time should be spent on home practice is 5 minutes per year of age:

### **Example:**

5-6 yrs (1<sup>st</sup> grade) 25-30 minutes

11-12 yrs (grade 6) 60 minutes

17-18 yrs (grade 12) 90 minutes

### Objectives for Home Practice

1. Students will gain practice and application of knowledge and skills.
2. Students will learn responsibility and time management skills.
3. Home-school cooperation and communication will promote educational growth.
4. Students will be in contact with out-of-school learning resources.

### Student's Role

1. Always clarify any questions you may have before leaving the school or class. Writing down assignments helps you remember.
2. Take home all needed books and materials for the assignment.
3. Set aside enough time to finish assignments.
4. Find a place to work where you can focus on the assignment without distraction.
5. Check your completed assignment for accuracy.
6. Return assignments on time.

### Principal's Role

As an instructional leader, the principal has an important role in home practice policy implementation.

1. Lead the school staff, students, and parents in identifying building level homework practices.
2. Communicate the district policy to teachers, parents, students, and the community.
3. Encourage homework that reinforces concepts and benefits students.
4. Assist parents and teachers if problems with home practice occur.
5. Evaluate and revise home practice as needed.

### Teacher's Role

Teachers make appropriate assignments by:

1. Coordinating home practice with instructional goals to reinforce classroom instruction.
2. Providing clear directions for home practice completion.
3. Explaining the method for evaluation.
4. Assuring that assignments are reasonable and the time required is appropriate.
5. Notifying parents if a student consistently fails to complete assignments.
6. Respecting the needs for students to participate in other activities.
7. Communicating home practices to parents.

### Parent's Role

Parental cooperation and attitude make a great difference in their children's effort toward home practice.

Parents can help their children by:

1. Providing a quiet place to study.
2. Establishing a regular home practice time.
3. Encouraging their child to ask for help.
4. Communicating with teachers when their child has consistent difficulties.
5. Encouraging quality work and completion of tasks while recognizing their best efforts.
6. Insisting their child does his/her home practice while providing encouragement and assistance.

## **HOME PRACTICE TIPS FOR SUCCESS**

A parent can help his/her child become aware of skills that make learning easier and more enjoyable. Parents can help their children by arranging a quiet place to work and by making sure that all assignments are completed. Parents can help by:

- Reading to/with your child.
- Reviewing papers and having/helping the child correct errors.
- Drilling the child orally on spelling words or math facts.

- Supervising home practice assignments.
- Reinforcing the teacher's homework policy.
- Communicating with the school when you have questions.
- Attending all conferences.
- Attending school sponsored events.

## **INCLEMENT WEATHER**

There may be times when it will be necessary to delay the start of the school day or to close school due to extreme weather conditions. The Superintendent has implemented an inclement weather plan which has worked successfully in communicating with the school community. Please keep the following items in mind when faced with bad weather:



- ♥ Please make sure that our school office has a working telephone number for you so that you will receive the calls about closings and delays from our automated system.
- ♥ Beginning at 6:00 a.m., listen to one of the major television or radio stations for information:

**RADIO** = WNAS at 88.1FM or WHAS at 840 AM

**T.V.** Cable Channel 25 or WHAS Channel 11

- ♥ Please do not call the administration building or school office. The telephone lines are needed for communication between school district officials.
- ♥ Please make it your **FIRST PRIORITY** to make arrangements for a place other than home if your child/children will be left alone when there is a closing, delayed opening or an early dismissal.
- ♥ Due to the high demand for telephone lines, it is impossible for us to reach parents in the event of an early dismissal. Please make arrangements for your child **before** an early dismissal occurs.
- ♥ All before school, after school, and evening events are cancelled when an early dismissal or school closing is announced.

### **Two Hour Delays:**

- ♥ School Hours for a Two-Hour Delay Day: See inside front cover.

Students may be held until threatening weather passes when a major lightning storm or other threatening weather is occurring at the time of dismissal. Many parents are not available to pick up their children and we do not want children walking home in severe weather conditions. We ask that parents be sensitive to the situation and not become

alarmed if the children are a few minutes late exiting the building. Parents are welcome to “come in out of the weather” themselves and wait in safety.

### **Snow Cancellation**

If there is an expectation of a Snow Cancellation, electronic devices may be sent home with students to complete asynchronous work at home. More information will be shared by the school. If a student cannot access the assignment at home, the student will be given time to complete the assignment. Our Snow Day procedures maybe update throughout the year.

## **KINDERGARTEN OPEN HOUSE & INFORMATION**

We will offer kindergarten open house on an evening before the first day of school.

Parents are welcome to bring their kindergartner to school on the first day of school. Please park on the side of the street next to the school and use Door #1 on the first day.

When your kindergartner arrives on the first day of school, he/she will be directed into the classroom for breakfast. Staff members will be available to help direct families. We will ask parents to say their goodbyes to the child in the front foyer.

It provides emotional support to the children if they see their parent looking happy and excited for their new adventure to begin. Please smile and wave goodbye to them as the teacher and assistants walk the students into their rooms.



## **LOST AND FOUND**

Children often lose and misplace things. We suggest you put names on items brought or worn to school. When a lost article is turned in, we place the item on the wall rack by the gym. Students and parents are welcome to check this area for lost items. Smaller items such as money, jewelry, keys, glasses and buttons are placed in the school office. We send all unclaimed items to a needy agency periodically.

## **MAKE-UP WORK/MISSING ASSIGNMENTS**

There is no way a student can totally make up instruction missed when he or she is absent. Missing presentations, discussions, examples and the interaction between child and teacher just cannot be “made up.” However, assignments involving such things as reading, math problems and practice sheets can be done at home provided a student understands the directions. A teacher has the responsibility to carry on the instructional programs for those students who are present.

Unless the teacher is aware before the school day begins that you are requesting homework or make-up work, we cannot guarantee materials will be ready by the end of the day. Please follow the outlined procedures when requesting assignments:

- Notify the school or appropriate teacher at the beginning of the school day of the request for homework or assignments. Please tell us the name of the adult who will be picking up the work or the name of the child to send work home with that afternoon. It is best when an adult picks up the work because students often forget despite an afternoon announcement reminding them to do so.
- The parent of the student who is missing school is responsible for seeing that arrangements are made for the assignments. All assignments should be picked up from the secretary in the school office.
- Since special effort is made by the teachers to supply assignments and materials, it is expected that the student will complete the work and return it to the teacher. Credit will be given for completed work only if it is returned in a timely manner.
- Requests for assignments for pre-approved absences should be directed to the building principal.

## **PARENT INVOLVEMENT ACTIVITIES**

S. Ellen Jones Elementary will offer a variety of Parent Involvement Activities over the course of the school year. You may be invited to a Kindergarten Parent Activity; a Family Fun Learning Night; a Reading, Writing, or Math Celebration; or any of a variety of parent involvement events. We offer these activities to help connect what your child is learning at school with what you do with them at home. Activities are sometimes offered during school hours and then repeated again in the late afternoon hours in an effort to make them available to parents who work different schedules. Because these activities usually happen within a regular classroom setting, it is best if younger brothers and sisters stay at home. We know, however, that finding childcare is

not always possible and want you to attend the activities. Three evening parent involvement activities are scheduled each year. Attendance at any of these activities also counts toward your *Three for Me* volunteer hours.



See the *Three for Me* letter in this handbook for more information.

## **PARENT VOLUNTEERS**

More than thirty years of research clearly shows that parent involvement in schools improves student achievement. We encourage you to be an active participant in school activities. If you can help out at celebrations, programs or volunteer in the library or classrooms, we would welcome your help. Parents who wish to volunteer in the classrooms are to schedule these times with the classroom teacher. The classroom teacher will notify the school office so that they can welcome you into the building and assist you with the sign-in process. All parent volunteers are required to participate in a brief orientation prior to volunteering in the classroom and have proper paperwork on file in the office. An orientation meeting will be scheduled shortly after school begins. All adults who volunteer are required to pass a Limited Criminal History (LCH) check which can be easily arranged through our school office. S. Ellen Jones is asking parents to participate in our *Three for Me* program. *Three for Me* is a promise from parent to school and from parent to child to participate in school activities 3 hours per year. Now, that's an easy promise to make and keep!

## **PARKING INFORMATION**

Our staff parks in the front parking area (Door #1). Parents are not allowed to drive through the parking area in the mornings or afternoons during arrival (7:30-8:00) and dismissal (2:10-2:40) times. Parents and visitors may use any parking area at other times of the school day.

## **PARTIES**

In order to protect our valuable instructional time and in an effort to respect the beliefs of our families, S. Ellen Jones Elementary offers only limited classroom parties. Students are **not** allowed to wear costumes to school for any reason, including holidays. You may receive information about a fall celebration, a winter celebration, and a Valentine's celebration through school and class newsletters during the school year. Teachers will usually ask for contributions to the parties in the form of cookies, drinks, or other treats. Treats should be pre-packaged and we do not accept drinks that are red in color or contain caffeine. We are offering our students healthy food choices as often

as possible. Please respect your teacher's wishes and directions regarding the types of treats accepted for a class party. If you would like to attend a class party, please let your child's teacher know that you plan to attend. ☺

We do not celebrate student birthdays during instructional time but have a special announcement in the morning and each child receives a book and birthday pencil on or near their birthday. Birthday treats *may* be accepted if prior arrangements are made with the classroom teacher, the teacher agrees to distribute the treats, and the treats meet our criteria. Please do not send items such as balloons or flowers to the school for your child. If your child is passing out invitations at school for a party, one must be given to all students in the class.

When a student's health plan requires it, all foods brought in for classroom parties/celebrations that are shared with all students in the class must have a nutrition label and ingredients list. This allows us to check for food allergens and carbohydrate count for students with health concerns. Foods distributed in a classroom deemed nut free must not have peanut or any type of nut listed in the list of ingredients OR listed in a "may contain" statement. You will receive a letter at the beginning of the year if this applies to your student's class.

## **PETS IN THE BUILDING**

Some teachers have pets in the room as a class project, i.e. baby chicks hatching, hamsters, fish, etc. If your child has an allergy to one of these animals, please make the teacher aware of the problem by bringing in a doctor's statement. Proper arrangements will need to be made. **PETS ARE NOT TO BE BROUGHT INTO THE SCHOOL BUILDING UNLESS PRIOR APPROVAL HAS BEEN GIVEN BY THE TEACHER AND BUILDING PRINCIPAL.**

## **PARENT TEACHER ORGANIZATION**

S. Ellen Jones welcomes the active involvement and support of family members in our school. We often ask you for feedback about our instructional programming or changes to our policies. Our Assistant Principal/Title I Administrator organizes several events for and with parents throughout the year and coordinates activities such as celebration nights, parent events, family fun nights, etc. Volunteer sign-ups occur at our Open House and other events throughout the year. However, feel free to contact our Assistant Principal at 812-542-5508 at any time during the school day if you have an idea or would like to volunteer.

## **REPORT CARDS/PROGRESS REPORTS (NAFCS):**

Progress Reports are distributed every nine weeks. Parents should sign the Progress Report and return it to school in a timely manner. Concerns regarding a student's grade(s) should be discussed with the child's teacher. Midterm reports are sent home during the middle of each quarter. For teachers who send weekly reports, the weekly report in the middle of the quarter is your child's midterm report.

### **Grading Scale:**

100-99%:	A+	98-92%:	A	91-90%:	A-	AL=Above Level
89-88%:	B+	87-82%:	B	81-80%:	B-	OL=On Level
79-78%:	C+	77-72%:	C	71-70%:	C-	BL=Below Level
69-68%:	D+	67-62%:	D	61-60%:	D-	FBL=Far Below Level
59% and below: F						

## **RESTRICTED ITEMS**

Students frequently want to bring items to school that may detract from the school program or are potentially dangerous or forbidden from school. Restricted item(s) will be taken and held until the parent can come to school to reclaim the item(s). They include (among other things): chewing gum, candy, soft drinks, pacifiers, matches, lighters, cigarettes, make-up, body glitter, firecrackers, any explosive device, knives or sharp instruments, spray paint, drugs of any kind without physician's approval on file in office, obscene pictures or literature, guns of any type (including toy guns), toys, videos, handheld games, radios, tape players, CD or MP3 players, recording devices, PDAs, cell phones, and any other items judged to be harmful or disruptive to the educational process. It is suggested that students do not bring more than \$1.00 to school for spending.

## **RITTER PARK**

Our park is monitored as part of the school grounds. Disciplinary infractions which occur in the park are subject to consequences. Crimes that occur in the park may be turned directly over to juvenile probation or the police department since the park belongs to the City of New Albany. The park is maintained and monitored by school system employees as well as local city officials.

## **SAFE SCHOOL HOTLINE (NAFCS)**

The hotline is available for parents or community members to leave information concerning possible safety threats without leaving their names. The information is forwarded to a central office administrator and/or the school principal for investigation. The number to call if you have concerns regarding safety at school is **812-542-2230**. This number service works the same for all schools in New Albany-Floyd County. Concerns may also be sent using the anonymous alert link on the NAFCS website, [www.nafcs.k12.in.us](http://www.nafcs.k12.in.us).



## **SCHOOL BUS SAFETY**



**Please make every effort to supervise your children at the bus stop in the mornings and to greet them at the stops in the afternoons. Kindergarten students are required to have someone waiting for them at the bus stop each day or they will be returned to school until a parent/guardian picks them up from the school office.**

## **BUS SAFETY RULES**

If a bus is equipped with seat belts, students are required to wear them correctly. Information on morning pickup and afternoon drop-off times are available at [nafcs.org](http://nafcs.org) (e-link). Bus Stops might not be at a student's doors. All students are under the supervision, direction and control of the bus driver while being transported on a school bus. The bus driver has the right to suspend a student from riding the bus for one day. The building principal may add up to five additional days as they feel the incident warrants. Parents will be notified by phone when possible. Students will be given a bus suspension notice to give to their parents. In most cases, parents will have a day to arrange transportation for their student. Parents should always call the school to check if their child says they were put off the bus, but do not have a suspension notice from the school principal.

“All school children, while being transported on a school bus, shall be under the supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the school bus driver and the governing body of the school corporation.” (1965 Acts of the General Assembly, Chapter 260.

### **Safety Rules**

1. Be at your bus pick-up ON TIME. An early start will assure this.
2. Wait your turn to load the bus. Avoid standing or playing on the road while waiting for the bus.
3. Obey the bus driver promptly and cheerfully. Realize that they have a big responsibility and that it is your job to help.
4. Watch your step going to and from your stop, and getting on and off the bus. Where there are no sidewalks, walk on the edge of the road FACING oncoming traffic.
5. Show consideration for the property where your bus stop is located.
6. Damage and destruction at the stops results in discontinuance of these stops.
7. Horseplay, littering, loud and boisterous conduct on the bus will not be

allowed. This type of conduct distracts a driver and may result in a serious accident endangering everyone on the bus. Students are expected to stay seated at all times unless they are unloading at a stop.

8. Musical instruments that can be carried on a bus without taking up room of another student or blocking exits, may be carried on the bus.
9. Misconduct such as profanity, boisterousness, throwing things, destruction of school property, fighting, loading or unloading improperly, lighting matches, smoking, changing seats when the bus is in motion, eating on the bus, insolence, or obscene gestures shall be cause for dismissal of the student from the bus. A formal complaint form or bus conduct report will be given to the Principal and a school official will make contact with the parent.
10. Students under suspension from one bus **MAY NOT** ride another bus for the period of suspension. Permanent suspension may be made for flagrant violations of school transportation rules.
11. Drivers are **NOT** permitted to allow passengers to load or unload at any point other than those specifically assigned to each student except by **WRITTEN** request from parent and **APPROVAL** by a designated school official.
12. Students who have to cross of road at a loading point or after unloading shall Do so on a driver signal at a point 10 feet in **FRONT** of the bus. This allows the driver and the student to make eye contact. Students refusing to cross in front of the bus will be denied use of transportation.
13. Where it seems advisable and appropriate, a driver may assign a student a specific seat on the bus and the student shall occupy that seat. Changes in seat assignments may be necessary and will be made by the driver in charge of the bus.
14. Animals such as snakes, mice, or pets of any type **MAY NOT** be brought to school on the bus. Students desiring to bring such items to school should arrange for parent transportation on those days.
15. **MOVING FROM ONE SEAT TO ANOTHER WHILE THE BUS IS IN MOTION IS NOT PERMITTED.**
16. **Students are required to wear their seat belts at all times on the bus.** If students refuse to wear seat belts or continually take them off during the route, disciplinary action will be taken.

## **SCHOOL INSURANCE**

Accident insurance is available for those who would like to purchase the coverage. Insurance application forms are provided at registration or in the school office.

## **SCHOOL SOCIAL WORKER**

S. Ellen Jones has a school social worker to support students and families with attendance and to assist parents in finding resources, as needed.

## **SCHOOL LIBRARY/MEDIA CENTER**

Each class will visit the school library/media center once a week for 40 minutes. During that time, they will work on a variety of activities and will be assisted in making appropriate book choices. Kindergarten and 1<sup>st</sup> grade students will “check out” one book each. Second, third and fourth grade students may “check out” two books each. All books should be returned the following week during their regularly-scheduled library time. Students who do not return their books on time will not be allowed to check out another book until the original book is found and returned. If a book cannot be found, the student will be charged a replacement fee. The library is also available at other times for classes or individual students to do research, read, or study quietly. Our Media Paraprofessional welcomes parent volunteers in the library!



## **SCHOOL LUNCH PROGRAM**

New Albany Floyd County school cafeterias are meeting tough new federal nutrition standards for school meals, ensuring that meals are healthy, well-balanced and providing students all the nutrition they need to succeed at school. The Food & Nutrition Department provides both breakfast and lunch services. Please visit [www.NAFCSNUTRITION.com](http://www.NAFCSNUTRITION.com) for more information on menus, Free & Reduced Price Meal benefits, meal prices, and *MyPaymentsPlus*.

All students at S. Ellen Jones may eat breakfast and lunch at no charge regardless of the family's income. This is a federally funded program. No breakfast or lunch money is collected, but students are required to enter a five-digit number to obtain the meal. Please help your child memorize this number as soon as possible. Please encourage your child to eat school breakfast each day. Students are never allowed to share food with others. You will receive a “menu” for the entire school year.

Students may choose to bring a sack lunch and drink from home. Carbonated beverages are not allowed. Students may purchase milk or water from the cafeteria. If your child brings a snack from home to go with their school lunch, it must be a single serving. Students are not allowed to bring large amounts of snacks to accompany a lunch and may NOT share snacks with peers. Snack privileges may be taken away if a student violates this policy. Parents who wish to eat lunch at school may do so for the adult cost.

## **SCHOOL NEWSLETTER – The SEJ Buzz**

The *The SEJ Buzz* newsletter is sent home with each student on Friday. We will also email a digital copy. Please consult this newsletter for special activities, field trips, and other events which occur throughout the school year. It is a valuable means of communication between the school and home. Encourage your child/children to bring the school newsletter home and spend some time reading it together!



## **SCHOOL PICTURES**

Class and individual pictures are taken each year. Notice of the designated day will be sent home in advance. The school picture date will be publicized during registration, if known.

\*Please see the *Dress Code/Standards of Dress* section regarding dress for school pictures.

## **SCHOOLWIDE THEME**

Our overall SEJ theme is *The SEJ S.T.A.R. Way* and fostering a growth mindset in our students. Themes provide a unified sense of identification for our students and staff as we promote a love of literacy, mathematics, and other subjects throughout the school year.



## **SNACK BREAK**

Not all teachers and classrooms have a snack break. It is dependent upon when the children's lunch schedule falls within the day. Teachers do not provide snack break items. It will be the parent's responsibility to provide a healthy snack for their child if the parent wishes for the child to have a snack and if the teacher has a snack break scheduled into the school day. Please check with your child's teacher to make sure that this time is schedule before sending snacks to school. These are some suggested items for students to bring for a snack break:

- Yogurt
- Fruit Cups
- Vegetables (carrots, celery, etc.)
- Fruit (apples, bananas, etc.)
- Nuts
- Animal Crackers
- Fig Newtons
- Sunflower Seeds
- *\*Low-Fat String Cheese*
- *\*Low-Fat Popcorn*
- *\*Vanilla Wafers*
- *\*Corn Nuts*
- *\*Beef Jerky*
- *\*Water*

## **STUDENT USE OF TELEPHONES**

Use of the telephone by students is regulated. Students will be allowed to use the telephone only in the case of emergencies and with the permission of the principal, teacher, or secretary.

Students have no need for cell phones at school. Cell phones will be collected and kept in the school office until a parent comes to claim them. Phones not picked up by the end of the year will be donated to charity.

## **SUSPENSION/EXCLUSION**

A suspension signifies that the child's behavior has been so disruptive or dangerous that the only reasonable way to deal with the situation is to temporarily remove the child from the school environment. Reinstatement will not be granted until the principal and the student's teacher are satisfied that the reason for misconduct has been effectively eliminated.

The principal usually issues suspensions from school. Teachers may give temporary suspensions from the classroom. If your child is suspended from school, a parent/guardian must meet with the principal before the child may return to school. *Please see the NAFCS Student Guide for more information about suspensions, expulsions, and exclusion. A copy is provided in this handbook.*

## **THREE FOR ME**

Below is a description of our *Three for Me* program at SEJ. More information is provided in the section titled *Parent Involvement Activities*.



Thank you for making the *Three for Me* pledge to your child's school. Please sign in at the office each time you volunteer or complete a pledge activity. We will begin logging *Three for Me* hours at the beginning of the year and if you sign in at Open House, the Title I Parent Meeting, or a Kindergarten parent program in August, your *Three for Me* account will be credited.

We are very excited to have so many family members who recognize the importance of family involvement to the success of your child's education. We hope that each and every experience you have here at S. Ellen Jones is a positive one for you and your child. We want to do everything we can to make your experiences pleasant and worthwhile.

Below is a list of ***possible*** activities which will help you earn *Three for Me* hours. Please remember that all visitors must check in at the school office and pass a limited criminal history check (free to you) is required for all volunteers who work with students. An administrator will conduct volunteer training at scheduled times to help you become a more comfortable and productive volunteer. Happy Volunteering!

Field Trip Volunteer	Science Fair Helper
Field Day Volunteer	K Parent Event Attendance
Picture Day Volunteer	Grade Level Parent Event Attendance
May Cook-Out Volunteer	Health Fair Volunteer
Attend Parent Conference	Have lunch with your child
PIN Helper in Cafeteria	Room Volunteer
Attend Open House (& sign in)	Attend Performance (& sign in)
Library Volunteer	Backpack Volunteer
Be a Guest Speaker	Donation of food/supplies
Serve on Title I or PL221 Committee	
Teacher Helper (Homework Helper; Reading at School, Making A-Z books; Making Copies, etc.)	

**There are many other ways to earn these hours, but we hope this list will help you get started on the road to *Three for Me* success for you and for your child!**

**Call 542-5508 for more information!**

## **TITLE ONE (TITLE I)**

S. Ellen Jones is a Schoolwide Title I School which means that all students are eligible for services funded by Title I. We invite you to attend our annual parent meeting to review parent Rights and Responsibilities under Title I and strongly encourage you to give your input into our Title I and schoolwide programming. In addition, *School-Parent Compacts* are discussed and signed at Parent/Teacher conferences. The *School-Parent Compact* and the *Title I Parent Involvement Policy* are reviewed and revised each year with the help of our parents. We invite you to become an active member of these review and revise committees. A copy of our school's *Title I Parent Involvement Policy* is included in this handbook.

## **TRANSFER REQUESTS**

Students must reside with their parent(s) in the S. Ellen Jones Elementary School neighborhood in order to attend S. Ellen Jones Elementary unless a transfer has been approved by the Administrative Services Center on Grant Line Road. If your family moves during the school year and you wish for your child to remain at SEJ, you simply need to fill out a "request to stay" form which is available in the school office. A child is allowed to complete the school year at our school as long as he/she maintains good behavior and good attendance. If a child is excessively absent, tardy (including leaving school early) or has difficulty maintaining appropriate behavior, you may be asked to enroll your child in his or her home school.

## **VISITORS IN SCHOOL**

**The New Albany Floyd County Schools will screen all visitors before allowing entry to our buildings. A valid state issued ID such as a driver license will be scanned upon your arrival. Our system will print out a badge that visitors will be required to wear during the visit. Our goal is to make sure our schools are secure and that we continue to create a welcoming environment for all of our visitors. (NAFCS)**

All visitors to the building must enter the Culbertson Avenue entrance (Door #1) and sign-in at the school office to obtain the visitor's badge described above. The visitor's badge identifies an expected guest in the building and identifies the destination of the visitor. At the conclusion of their stay, visitors are asked to sign-out, return the badge to the office, and exit through Door #1. All other doors are locked for the safety and well-being of students and staff. We encourage parents to call the school office to set up conferences ahead of time with the teacher, school administrators, or both as the need arises. We will schedule these conferences at a time that is convenient for the parents and will not interrupt the regular instructional time in the classroom. Parents who wish

to speak with a teacher in the morning are required to sign in at the office, obtain a visitor's badge, and wait for the teacher to be notified by office staff. In addition, all adults who visit are required to pass a Limited Criminal History (LCH) check which can be easily arranged through our school office.



## **VOLUNTEERS**

We would welcome your help during celebrations and programs or as a volunteer in the library or classrooms. All adults who volunteer are required check in at the school office as required by our visitor's procedure and to pass a Limited Criminal History (LCH) check which can be easily arranged through our school office. We love our volunteers! (See the **Parent Volunteers** section of this handbook for more information about scheduling and training.)



## **Title I Parent Policy for S. Ellen Jones Elementary School 2023-2024**

S. Ellen Jones Title I Parent Involvement Policy will be developed by the leadership team which consists of teachers, administrators, and parents. The policy will be reviewed and updated as necessary on a yearly basis.

Our annual meeting will be held at the beginning of the school year. The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parent involvement. At this meeting parents and caregivers will be given information about the Title I, Part A program, their parental rights and responsibilities, and opportunities to hear of Parent/Student activities offered throughout the year to promote parent involvement in their child's education. Parents of Title I students are invited to be involved in an organized, ongoing, and timely way to plan, review and improve policies such as the Parent Involvement Policy and School Wide Policy.

Parents will be provided with the following information (a detailed description of each is attached):

- Description of Title I Program
- School/Classroom Communication
- Description and Explanation of Curriculum
- Professional Development
- Assessments Used to Measure Student Progress and Proficiency Levels
- Parent Compact
- Parent Conferences
- Invitation to Join The PTO
- Parent Resource Room Information
- Community Partnerships
- Parent Comments

### **Description of Title I Program**

S. Ellen Jones is a Title I school. This means federal funding is provided to fund additional teachers, assistants, professional development, materials, and equipment to better serve the needs of the students. The amount of Title I funding depends on the number of students receiving free/reduced lunch and the academic achievement demonstrated on Statewide tests. Currently, Title I funds are used to pay for one literacy support teacher, one literacy coach, a Title I administrator, and instructional assistants. Materials and supplies are purchased to support classroom instruction as funds allow. Other reasonable supports for parental involvement activities are provided at the request of parents.

### **School and Classroom Communication**

Parents will receive timely information regarding their child's progress. A weekly newsletter is also sent home each Friday or the last day of the school week. It includes information regarding upcoming events, parent as teacher tips, and student recognition. Specific classroom information comes from individual teachers via weekly newsletters, daily folders, memos, email, phone calls, etc. Student folders and assignment sheets are two-way communication tools and parents may utilize these for suggestions, input, and questions. Every effort is made to work with the ESL coordinator to ensure non-English speaking parents receive and understand all parental information sent home.

### **Description and Explanation of Curriculum**

The Indiana College and Career Ready Standards are taught in all classrooms at S. Ellen Jones. The English/Language Arts standards are addressed through the Literacy Framework that consists of reading mini-lessons, guided reading, independent reading, and word study daily. Writing is taught in a workshop approach that consists of a mini-lesson, writing time, and share time daily. Mathematics standards are addressed through *The Five Easy Steps to a Balanced Math Program* which includes math review/mental math, problem solving, conceptual understanding, math facts, and common formative assessments. Daily acceleration in reading and mathematics is also provided to each student based on individual need. Social Studies and Science are integrated throughout the curriculum. Music, art, computer lab, media, and physical education instruction are provided weekly. Classrooms are equipped with computers, student devices, and Smartboards as technology is integrated throughout the curriculum. Counseling lessons are provided to each classroom by the building guidance counselor on a bi-weekly basis.

### **Professional Development**

Teachers at S. Ellen Jones have received training on Conscious Discipline and Schoolwide Positive Behavior Support. Staff members will continue to receive training during the 2023-2024 school year on assessing students using the Assessment Summary Chart, Reading Progress Chart, Target Skills for Primary Writers' Checklist, and Developmental Word Knowledge Inventory. Staff will continue to monitor student learning through progress monitoring of reading skills, the DRA2, and Common Formative Math & English Language Arts Assessments. The staff will receive ongoing support on how to utilize the data to make changes to instruction. Activities will be conducted to help encourage and support parents in more fully participating in the education of their children (such as Family Fun Nights, Grade Level Daytime Parent Events, and other family events).

Teachers meet with grade level teams weekly to analyze student work in reading, writing, and math and determine specific strategies to address the immediate needs of the class. This information is also used to pinpoint specific professional development needs.

To help build ties between parents and the school, the staff will participate in professional development in the areas of communicating with parents as equal partners and implementing effective parent programs.

### **Assessment Used to Measure Student Progress and Proficiency Levels**

- **ILEARN** is the statewide test given in April/May to students in grades three & four. This test of basic skills assesses the areas of English Language Arts and Mathematics. Results are returned by the state of Indiana and are used to determine the professional development needs for the teaching staff. ILEARN scores are used to determine the effectiveness of instruction and are a component of the district teacher evaluation tool.
- **Report Cards and Midterms** are completed four times a year with conferences in the fall. In addition to the report card, parents receive information regarding the child's progress in reading (DRA2), writing (writing sample scores), and Common Formative Math & English Language Arts Assessment scores, which includes the proficiency levels students are expected to meet.
- **IREAD-3** (*Indiana Reading Evaluation and Determination*) is given to all grade 3 students in March. The assessment is used to measure foundational reading standards through grade three.

### **Parent Compact**

The Parent Compact outlines how the parents, the entire school staff, and the students share the responsibility of improving student and academic achievement. The compact also outlines the means by which the school and parents build and develop a partnership that helps children achieve the State's high academic standards. This compact is provided to parents in the Student/Parent Handbook and at the annual Title I Parent Meeting.

### **Parent Conferences**

Every effort is made to communicate the progress of the child/children to the parents on a regular basis. Teachers meet with all parents at least once per year. Parent/teacher conferences are held in the fall and 100% participation is expected. In the case of an emergency, teachers can reschedule a conference time or, at the very least, have a phone conference. However, it is assumed when parents receive the Parent Compact, parents are a vital part in helping the student achieve academic success and will fulfill this obligation by attending parent/teacher conferences.

All teachers are willing to discuss the progress of any child anytime it is convenient and does not interrupt instruction. If a parent wishes to schedule a conference at a time other than the fall conference, the parent may contact the teacher through the office and a time will be scheduled.

The progress of each child is monitored closely. Parents may request regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as possible.

### **Invitation to The Parent Teacher Organization**

All parents/caregivers are welcome and encouraged to join The Parent Teacher Organization. This allows parents opportunities for decision-making related to the education and enrichment of their child. These meetings are held monthly and are announced in the school newsletter. Members have opportunities to set/implement goals based on the needs of families and the community.

### **Parent Resource Information**

Extra assistance is available for parents of children served by a Title I school. This assistance helps parents understand various topics such as, state academic achievement standards, student academic achievement standards, monitoring their child's progress, and improving their child's achievement. Parents will also receive strategies to help their child read, write, and solve mathematical problems. The school will provide materials and training to support parents in more effectively working with their children. For example, literacy and technology training will help parents to be more involved in boosting their child's academic achievement.

### **Community Partnerships**

S. Ellen Jones has formed partnerships with several area churches, schools, and a few area businesses. These organizations, such as Blessings in a Backpack, mostly provide food, school supplies, clothing, and other items on an ongoing basis. Our partnerships with various community entities also provide our students with sports opportunities and mentoring at the school. Afterschool Rocks, New Directions, and Our Place provide daytime and afterschool supports for character education and drug/alcohol awareness. S. Ellen Jones also coordinates with preschool, Head Start, and the middle schools to ensure smooth transitions for students. Other organizations wishing to partner with S. Ellen Jones will be considered.

### **Parent Comments**

If the school wide program plan under section 1114(b)(2) is not satisfactory to the parents of participating children, the parents' comments will be included on the plan when the school makes the plan available to the Local Education Agency.

## S. Ellen Jones' School, Parent, & Student Compact

### **Teacher Will:**

- Communicate regularly with families about student progress (progress reports & report cards 4 times per year, Common Formative Assessment results, and classroom assessments as well as behavior reports).
- Provide a warm, safe, and caring learning environment that enables children to meet the state's student academic achievement standards.
- Provide high quality instruction, based upon state and district standards, in a supportive, effective, and meaningful learning environment which includes daily home practice to reinforce and extend learning.
- Respect the school, students, staff, and families.
- Hold annual parent-teacher conferences in the first semester to discuss achievement.
- Provide reasonable access to the staff and opportunities to observe and participate in classroom activities.

### **Family/Parents will:**

- Support my child's learning by sending my child to school on time every day.
- Ensure my child gets adequate sleep, proper nutrition, regular medical attention, and practices good hygiene.
- Provide my child with a quiet spot to complete home practice, assist my child with home practice and ensure practice work is complete.
- Make sure my child reads 20 minutes every day while at home.
- Limit the amount of television, electronics, and video games my child watches/plays.
- Volunteer in my child's classroom and/or attend parent events.
- Attend annual parent-teacher conferences, and participate in decisions regarding my child's education.
- Support my child's learning by finding a balance between school and extracurricular activities.
- Make sure I read all weekly classroom/school newsletters, daily/weekly behavior reports, and other notes from school.
- Serve on committees when asked to do so, if possible, with my schedule.
- Respect the school, staff, students, and families.
- Respect and support the school's expectations taught at school.
- Seek assistance from school as needed.

### **Student will:**

- Attend school every day, on time and ready to learn.
- Talk to my family about my school day, so they can help me be successful in school.
- Know and follow the school and class procedures and come to school ready to learn and do my best work.
- Finish class work, home practice, and ask for help when I need it.
- Respect the school, school property, classmates, staff, and families.
- Read every day outside of school time.
- Respect and support differences in others.
- Support a bully free zone.
- Get enough sleep before school.
- Limit the amount of television, electronics, and video games I watch/play.
- Help take care of the school by cleaning up after myself and volunteering when possible.

# **New Albany-Floyd County Consolidated Schools**

## **STUDENT GUIDE**

**FOR**

**STUDENT RIGHTS AND RESPONSIBILITIES  
ENFORCEMENT OF RULES AND REGULATIONS  
DUE PROCESS PROCEDURES**

**Please read the student's rights and responsibilities  
guidelines for the information regarding disciplinary  
actions,  
suspensions, and expulsions.**

## **PREAMBLE**

The New Albany-Floyd County Consolidated School Corporation recognizes: (a) that education is important to citizenship; (b) that students have rights of citizenship as delineated in the U.S. Constitution and its amendments; and (c) that citizenship rights must not be abridged, obstructed, or in other ways altered, except in accordance with due process or other relevant provisions of law.

Just as in our democratic society at large, the foundation and success in public school education depends on the balance of individual rights and individual responsibilities. Certain standards of student conduct are necessary to assure that individuals seeking to express their rights do not at the same time infringe upon the rights of others. Self-discipline, which comes from understanding this balance of rights and responsibilities, is essential in any democracy. The schools believe that self-discipline is promoted not only through instruction about our representative form of government, but also through practicing democracy in the schools, in the home, and throughout the community.

Those enjoying the benefits of citizenship in the school community must also accept the responsibilities of school citizenship. A democratic school must have rules and regulations just as must the larger democratic society. It is the responsibility of students, parents, educators and the community to work to establish rules and regulations which promote the best possible learning environment for all those involved in the educational process. Not only should the school environment provide equal opportunity for all, it should also permit the teaching-learning process to proceed in an orderly manner.

In an effort to create a more democratic school society, the Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has outlined some of the basic principles which will allow self-disciplined students to better govern themselves within the total school environment. These policy statements made by the Board of School Trustees are summarized below under eight main headings: (I) Basic Rights and Responsibilities of Students, (II) Enforcement of Rules and Regulations, (III) Procedure for Handling Suspensions and Expulsions from School, (IV) School Safety Policy, (V) Driver's License Policy, (VI) School Bus Safety Code, and (VII) Telecommunication.

As set out in Indiana law, I.C. 20-33-8, in all matters relating to the discipline and conduct of students, School Corporation personnel stand in the relation of parents and guardians to the students of the School Corporation. Therefore, School Corporation personnel have the right, subject to Indiana law, to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

## **I. BASIC FREEDOMS AND RESPONSIBILITIES OF STUDENTS**

### **1. Freedom of Speech and Assembly**

- a.** The School Corporation recognizes students' constitutional rights to free expression. While participating in, or present at, any school activity or any school sponsored extracurricular activity, students may not engage in speech (spoken or written) or conduct (including by wearing clothing, jewelry, or hairstyles) that: is obscene, lewd, vulgar, indecent or plainly offensive ; actually or is reasonably be expected to substantially disrupt the school; promotes alcohol or other illegal drug use; incites imminent lawless action; threatens violence; asserts false statements of fact about another person or entity; or expresses school sponsored speech that is inconsistent with educational interests.
- b.** The School Corporation recognizes students' freedom to assemble peacefully. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the school principal. In considering such requests, the principal shall not unlawfully withhold permission based on the identity of the speaker or viewpoint being expressed. The use of obscenities is prohibited. Violence, threats of violence and possession, use or threatened use, of weapons are prohibited.

### **2. Freedom to Publish**

- a.** Students may edit, publish, and distribute printed, handwritten, or duplicated matter among their fellow students within the schools. Students must assume the responsibility for the content of such publications or handwritten opinions. The distribution of such material must not interfere with, or disrupt, the educational process, learning environment, or endanger the safety of student and employees. Such material must include the name of any student author(s) and distributor(s). Students may not write, edit, publish, or distribute materials that violate I.1.a above in school, on school grounds, at any school sponsored functions, or at any time while under the supervision of school personnel.

### **3. Search and Seizure**

- a.** A student has no expectation of privacy in a school locker, desk or other area assigned to the student for use, or in the contents of those assigned areas.



- b.** The school principal or designee may search a student's locker, desk, or other assigned area at any time without reasonable suspicion.
- c.** Other than a general search of student lockers, desks, or other assigned areas, any search shall be, where appropriate as deemed by the principal, conducted in the presence of the student whose locker is the subject of the search.
- d.** A law enforcement officer with appropriate jurisdiction may, at the request of the school principal, assist the school administration in searching such a locker and its contents.
- e.** The principal or designee may search the person or property of a student, with or without the student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or of schools' rules. The extent and conduct of a search will be governed by the student's age, gender, and the nature of the infraction. Strip searches are prohibited.
- f.** To combat escalating school violence and the potential presence of weapons in our schools, and in accordance with School Corporation policy and procedures, the School Corporation may utilize metal detectors, including, but not limited to, wands for random and reasonable suspicion-based searches to detect firearms, knives, and other weapons.
- g.** Permission for a student to bring a vehicle on school property shall be conditional upon consent of the search of the vehicle and all containers inside the vehicle by an administrator without individualized reasonable suspicion. The student and the owner of the vehicle shall have no expectation of privacy in any vehicle or in the contents of any vehicle on school property. The Superintendent shall prepare a written agreement consistent with this Policy to be signed each school year by each student driving to school and the owner of each vehicle driven to school. Each vehicle brought on school property by a student shall display a decal showing that the written agreement permitting the search of that vehicle has been signed.

Student vehicles parked off school property but falling within the scope of this Policy shall be subject to search by a school administrator with individualized reasonable suspicion.

- h.** In an effort to promote a drug-free campus and to protect the district's educational purposes, including campus safety and health of the district's faculty, staff, and students, the district may routinely direct local law enforcement to conduct random searches of lockers, classrooms, and school parking lots. During those partnerships, the Board has authorized

the use of specially trained dogs to locate and detect the presence of weapons and prohibited drugs on school property.

- i. Anything found in the course of a search pursuant to this Policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed or turned over to an appropriate law enforcement authority.

#### **4. Identification**

It is the responsibility of all persons, upon request, to identify themselves to proper school authorities in the school buildings, on school grounds, or at school sponsored events.

#### **5. Student Conduct at Events on and Off School Grounds and at Other Times When Not at School**

- a. The New Albany-Floyd County Consolidated School Corporation has adopted a School Safety Policy governing students who commit, attempt to commit, or threaten aggressive acts toward persons (students, employees or visitors) or property. This Policy applies when a student is on a school bus, on school grounds, off school grounds at a school activity, function or event and while traveling to and from school or a school activity, function or event. This Policy may also apply when a student's conduct is unlawful and may reasonably be considered to be interference with school purposes or an educational function, when such conduct occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Students who commit these acts may be suspended and may be expelled for up to one (1) school year or one (1) calendar year, as set out in Article II, herein.
- b. Students are required to observe school rules and regulations and to be subject to the authority of school officials at school events, whether on or off school grounds. Students are required to be courteous and obedient in response to all reasonable orders from school personnel at school events, whether on or off school grounds.

## **6. Criminal Organizations and Activity**

As required by Indiana Law, I.C. 20-26-18-3, a copy of the School Corporation's criminal organization policy (Board Policy 5840 Criminal Gang Activity), is included below: 5840- CRIMINAL GANG ACTIVITY

### **Prohibited Conduct**

New Albany-Floyd County Consolidated School Corporation prohibits criminal gang activity on school property, school buses, or at school-sponsored functions.

New Albany-Floyd County Consolidated School Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity or who are victims, witnesses, bystanders, or others with reliable information about criminal gang activity.

### **Definitions**

Per IC 35-45-9-1, "criminal gang" means a group with at least three members that specifically either:

- a.** Promotes, sponsors, or assists in; or participates in; or
- b.** Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang Activity" means knowing or intentional participation by a student in a criminal gang, or knowing or intentional solicitation, recruitment, enticement, or the intimidation of another individual to join a criminal gang.

### **Procedures for Reporting and Investigating**

A school employee is required by law to report any incidence of suspected criminal gang activity, including criminal gang intimidation or criminal gang recruitment, to the principal and school safety specialist.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the Superintendent who shall submit a written report to the Indiana Department of Education by June 1 of each year, starting in 2017.

### Consequences

A confirmed incident of criminal gang activity is a violation of the school's code of conduct.

The principal or the principal's designee shall respond to criminal gang activity, according to the parameters described in the school's code of conduct.

### Support Services

The principal may provide information or relevant support services to a student involved in, or suspected of, being involved in a criminal activity. The following types of services, including family support services, are available:

- a. Refer to counseling
- b. Establish programs to enhance school climate
- c. Enlist parent cooperation and involvement
- d. Enlist community cooperation and involvement

### Criminal Gang Prevention and Education

The school corporation shall establish an evidence-based education criminal gang awareness program for students, school employees, and parents (IC 20-26-18-4).

The school corporation shall implement school employee development to provide training to school employees in the implementation of its criminal gang policy (IC 20-26-18-4).

The superintendent shall ensure that notice of this policy appears in the student handbooks and on the corporation's website.

## **7. Criminal Organization Activities, Clothing or Accessories**

Students may not display signs, wear clothing or hairstyles, or otherwise display symbols that advertise criminal gang activity. Any activity, clothing or accessory affiliated with a criminal organization that can be construed to intimidate, separate or distract students from the primary mission of the schools is prohibited and provides grounds for suspension or expulsion under Article II, herein.

## **8. Policy Against Discrimination and Harassment Including Title IX**

- a. The New Albany-Floyd County Consolidated School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, disability or sex (including sexual stereotype nonconformity), in the programs or activities which it operates or the employment therein or admission thereto. The Corporation strictly adheres to all non-discrimination and anti-harassment laws. Discrimination, harassment, hazing, provocation, or intimidation of another person is

prohibited and will not be tolerated on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

- b.** The School Corporation has appointed as Title IX and Complaint Coordinator to coordinate and carry out its Policies against discrimination and harassment on the basis of any protected characteristic:

Jeanine Corson  
2813 Grant Line Road  
Telephone 812-949-4200  
[jcorson@nafcs.org](mailto:jcorson@nafcs.org)

The coordinator is responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

- c.** Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: 312-730-1560  
Fax: 312-730-1576; TDD: 800-877-8339  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

A student violating this Policy is subject to discipline including suspension and expulsion. An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay and discharge.

Information on the Corporation's nondiscrimination and anti-harassment policy and procedures can be found on the Corporation's website <https://www.nafcs.k12.in.us>. Hard copies can be obtained in office upon request by Jeanine Corson.

## 9. ANTI-BULLYING

Bullying is **prohibited** by the School Corporation. Students who commit any acts of bullying are subject to discipline, including but not limited to suspension, expulsion, arrest, and/or prosecution.

### Definition

“Bullying” is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that results in one or more of the following:

- (1) places the targeted student in reasonable fear of harm to his or her person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance;
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the Corporation.

Bullying does **not** include, and should not be interpreted to impose any burden or sanction on, any of the following:

- a) participating in a religious event;
- b) acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- c) participating in an activity consisting of the exercise of a student's freedom of speech rights;
- d) participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- e) participating in an activity undertaken at the prior written direction of the student's parent; and

- f) engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

“Bullying,” as defined by this policy and state law, does **not** include actions involving employees.

### **Applicability**

The Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Bullying behaviors based on the targeted individual’s race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

### **Education**

The Corporation will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as employees, in accordance with Indiana law.

### **Reporting**

Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate employee such as a teacher, school counselor, or administrator (including the Superintendent). All employees, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If an employee does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law (where the bullying constitutes child abuse, neglect, or other violation of law), such as when an employee believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The Corporation will act appropriately to discipline employees, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The Corporation will act appropriately to

discipline students, employees, visitors, or volunteers who make false reports of bullying.

### **Investigation**

Once a report of suspected bullying is received by the designated school administrator, an investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school employees.

### **Intervention/Responses**

If a report of suspected bullying is substantiated through an investigation, then the Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. The Corporation shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

### **Parental Involvement**

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication.

### **Reporting to IDOE**

Each school within the Corporation will record and report to the Superintendent or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination of two or more of the above categories). The Superintendent or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

## **10. Human Dignity Policy**

It is the Policy of the School Corporation that all employees, parents/guardians, students and members of the community should be



treated and should treat others with courtesy, fairness and decency. Respect for the dignity and worth of every member of the school community must be recognized and promoted in the School Corporation. Accordingly, it is a violation of Board Policy to degrade, demean, harass, haze, bully, stereotype or ridicule any person.

## **11. Charges by a Parent/Student**

When a student or his/her parents believe that the student is being improperly treated, or improperly denied participation in any educational function of the School Corporation, or is being subjected to an illegal rule or standard, as provided by the statutes of the State of Indiana or applicable statutes of the United States, or by the Constitutions of the State of Indiana or of the United States, they may file a signed complaint form with the administration and if unable to work out their problems with the administrative staff, they shall be entitled to initiate a conference with the Superintendent or designee by filing a charge with the Superintendent in the same manner as a charge is initiated by the principal under Article III of this Guide. Parents can contact the Assistant to the Superintendent for Administration and Operation or the Director of Human Resources to obtain a corporation complaint form.

## **12. Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)**

Student records maintained by the New Albany-Floyd County Consolidated School Corporation are governed by laws including the Family Education Rights and Privacy Act ("FERPA"). FERPA affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to student education records. They are:

- a.** The right to inspect and review the student's records within forty-five (45) days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- b.** The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible

student of the decision and inform them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Under certain circumstances, education records may be disclosed to a state or local juvenile justice agency. Also, federal law requires the school corporation to release a student's name, address and telephone listing to military recruiters unless the parent requests that such records not be released. Upon request, the School Corporation will disclose education records without consent to officials of another school corporation in which a student seeks or intends to enroll.
- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA.  
Parents and eligible students who wish to file a complaint under FERPA should do so by submitting the complaint form found at [www.studentprivacy.ed.gov/file-a-complaint](http://www.studentprivacy.ed.gov/file-a-complaint) electronically to [FERPA.Complaints@ed.gov](mailto:FERPA.Complaints@ed.gov). Alternatively, individuals may print out the form, sign, and mail to the following address:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Ave., SW  
Washington, DC 20202-8520

**Directory Information:** The School Corporation has classified the following information about individual students as “Directory Information”: Name; address; telephone listing; date and place of birth; school enrolled in; photograph or videotape not used in a disciplinary matter; student work displayed at the discretion of the teacher with no grade displayed; academic majors and minors; participation in any officially recognized activities or sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; recognition of service or achievement; and the most recent previous educational agency or institution attended. The School Corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by the following procedure:

If a parent/ guardian or eligible student does not wish to have some of the above listed Directory Information items released without prior parent’s or eligible student’s consent, such parent or eligible student must submit a written signed statement indicating that consent must be secured to: Chief of Human Resources, 2813 Grant Line Road, New Albany, Indiana 47150. Such statement must be submitted not later than October 15 of a school year or within thirty (30) days of the student’s initial enrollment for the school year.

**Release of Information to the Military:** Federal law requires schools to provide high school juniors and seniors’ names, addresses, and telephone numbers to military recruiters. Parents may opt out of this disclosure of directory information to military recruiters by delivering the request in writing to the school within fourteen days of the start of school or within fourteen days of enrolling their student.

### **13. Screening for Health Concerns**

In the course of each school year, the School Corporation provides the opportunity for students at some grade levels, or in some programs to be screened for possible health concerns which could adversely affect a student’s performance in the educational program of the School Corporation, including, but not limited to hearing and sight. If parents or guardians do not wish to have their child or ward screened for these possible health concerns because of religious beliefs, such parents or guardians must submit to the building principal a written signed statement indicating that the parent objects on religious grounds.

### **14. Student Insurance**

Unless proven negligent, the School Corporation and School Corporation personnel assume no financial responsibility for medical expenses, treatment or damages resulting from injuries sustained by students while participating in any School Corporation sponsored educational program, or practicing for or participating in athletics, or any other school activity. The School Corporation makes student accident insurance available through a commercial insurance carrier; the protection and limitations are stated in the policy. Enrollment in this student accident insurance program is voluntary. If parents decide not to

enroll in the student accident insurance program, it is the parents' responsibility to provide appropriate insurance, or to assume the risk of possible financial responsibility inherent in having their child participate in any school activities. Individual schools may request that parents provide the name of the company carrying the family's health and accident insurance, in order for school officials to have this information in cases of medical emergency.

#### **15. Lost, Stolen, or Damaged Student-Owned Property**

The School Corporation and School Corporation personnel assume no financial responsibility for lost, stolen or damaged student-owned property while such property is on the school grounds, or is being used at any school related activity off school grounds.

#### **16. Unsupervised Students on School Property**

The School Corporation and its employees assume no responsibility for the safety of students who are on school property at times when they are not involved in a school activity under the direct supervision of School Corporation personnel.

#### **17. Administration of Medications**

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and as a result, requires medication to benefit from his/her educational program.

All medication needed during school hours or at school functions that are supervised by school staff, except those subject to I.C. 20-33-8-13 (student possession and self-administration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. A written authorization form for medication administration must be completed by the parent/guardian and be on file before any medication transported to the health clinic (prescription or non-prescription) will be administered.
  - a. Medication shall be administered in accordance with the instructions printed on the bottle (in the case of non-prescription medicine) or the physician's order (on the case of prescription medicine).
  - b. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.
2. All non-prescription medicine must be kept in its original container accompanied by the package label or package information.

3. All prescription medicine, including medication administered by injection, emergency medication (i.e. Epinephrine, Glucagon), and diabetes monitoring of a student must be accompanied by a physician's order, which is current and correct to the way that the student is to receive the medicine. The nurse may require additional information prior to administering medication.
4. All medication administration will be documented and kept on file in the health office.
5. If the medication is to be terminated prior to the date on the prescription, a withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file in the health office.

The Corporation does not honor requests by parents or physicians to administer over-the-counter herbs, minerals and vitamins and other homeopathic products as there is currently no standardization relative to these products and no FDA approval and guidelines.

Any unused medication which is unclaimed by the parent will be destroyed by the Corporation when a prescription is no longer to be administered according to the authorization form, or at the end of the school year.

All designated staff responsible for administering medication to students will be trained by a registered nurse on the proper administration of medication and/or diabetes care. A record of this training will be kept on file in the health office.

All medication, both prescription and non-prescription, must be brought into the nurse's office by a parent or guardian. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below.

Indiana law permits an individual or entity in a position to assist an individual who, there is reason to believe, is at risk of experiencing an opioid-related overdose, to administer an overdose intervention drug to an individual who is suffering an overdose.

The Corporation, in good faith, believes it is an entity in a position to assist an individual who there is a reason to believe is at risk of experiencing an opioid-related overdose; therefore, it may obtain an overdose intervention drug from a prescriber or entity acting under a standing order issued by a prescriber and may maintain such intervention drug on-site in school facilities to provide such assistance.

### **Chronic Disease or Medical Condition**

In accordance with Indiana statute, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition

on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the physician's statement described below in #2.
2. A physician states in writing that:
  - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
  - b. the student has been instructed in how to self-administer the medication; and
  - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsection (2) must be filed with a student's principal annually.

Students with diabetes, seizures, or chronic diseases shall be appropriately accommodated per Indiana statutes. An appropriate plan for the student, which may be a Section 504 Plan, individual health plan, or IEP, will be developed and implemented.

## Transportation of Medications by Students

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian;
2. An individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication; or

### **Do Not Resuscitate (DNR) Orders / Physician Orders for Scope of Treatment (POST) Forms**

Each student with a potentially life-threatening medical condition should have a health care plan and/or emergency medical plan. Corporation employees shall follow normal procedures for addressing emergencies occurring while students are on Corporation property (including being transported in vehicles owned, leased, or operated by

Corporation); and during Corporation events, even if held outside of Corporation property (for example, prom or field trips).

Therefore, Corporation employees will not adhere to Do Not Resuscitate (DNR) Orders or Physician Orders for Scope of Treatment (POST) forms which prohibit individuals from administering resuscitation (CPR) or medical interventions measures to a student. This policy shall not interfere with a health care provider's obligation under Indiana law.

If the school is presented with a DNR order or POST form, the parent or guardian should be advised of the Corporation's policy and should be directed to the hospital(s) in the area where the student may be transported in an emergency and advised to discuss the order with such facility.

### **18. Enrollment/Residence/Withdrawal**

Resident students are those whose legal settlement is within the School Corporation's geographic boundary. Proof of residency is required upon enrollment. A student's legal settlement will be determined under applicable Indiana law. A student's legal settlement will also determine the student's school attendance area within New Albany-Floyd County School Corporation. The School Corporation will accept the transfer of students who do not have legal settlement with the school corporation according to School Board Policy and Indiana law.

### **19. Parental Involvement/Visitor/Media**

The School Corporation welcomes and encourages visits to school by parents, guardians, and others, but in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls. Disruptions to the educational environment will not be tolerated.

Visitors must register at the school office and seek permission to see a student or employee, participate in an activity, or observe. All visits are subject to the approval of the Superintendent, building principal, or designee. The prohibitions and expectations governing classroom observations are equally applicable to online instruction.

Specifically, visitors are reminded:

- Visitors are to be silent observers and not create any kind of disturbance or distraction.
- Statements and actions of other students (or statements by an instructor to other children) are to be maintained in confidence.
- Instruction and services may not be recorded in any manner (audio, video, cell phone, use of Alexa, etc.) unless first receiving approval from the principal and instructor.

Student visitors, except for those involved in a student council exchange program, are not permitted. All other visitors must have the approval of the principal or his designee.

Parents will be involved in the planning, review and improvement of the corporation's Title I programs and timely responses will be given to parental questions, concerns, and recommendations. Information concerning school performance profiles and their child's individual performance will be communicated to parents.

## **20. McKinney-Vento**

The Corporation will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Students determined to be in a homeless living situation have the following rights:

- Enrollment in the school they last attended or the school in whose attendance are they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;
- To attend the same classes and activities that students in other living situations also participate without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Corporation's Civil Rights Coordinator or the State Coordinator.

Questions about enrollment of a student who may be considered homeless should be directed to Katie Stein (kstein@nafcs.org), Licensed School Social Worker/McKinney Vento Liaison (812-542-5505) or Tony Duffy (tduffy@nafcs.org), Assistant to the Superintendent for Elementary Education (812-542-2142).

## **21. Asbestos**

Under the Asbestos Hazard Emergency Response ACT (AHERA) of 1986, the School Corporation is required to annually notify all school building employees, building occupants or legal guardians, of the availability and location of the Asbestos Management Plan and of any post-response action activities, including re-inspection and surveillance activities that are planned or in progress.

An asbestos statement of compliance is on file in the district office. For an additional copy, please contact the Director of Facilities



## **II. ENFORCEMENT OF RULES AND REGULATIONS**

When self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the schools. School staff members will make appropriate efforts, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. Authority for such action is given in the School Powers Act and the Student Due Process Statute, I.C. 20-33-8, et. seq. The Board of School Trustees has established policy in the Policy Manual of the New Albany-Floyd County Consolidated School Corporation and appointed administrative officers to carry out those Policies as amended.

### **1. After School Detainment**

Students may be detained after school, but only for a reasonable length of time (a “reasonable length of time” is determined by the child’s age and other factors). Unusual delays should be reported to the parent via the district/school communication if possible.

### **2. Restraint and Seclusion**

New Albany-Floyd County Consolidated School Corporation has a plan and policy 5620 in place for the use of restraint and seclusion, as a last resort, to control students only if there is an imminent risk of injury to the student or to another person and in emergency situations. A copy of this plan is located at the central office by calling 812-942-4200.

### **3. Teacher Temporary Dismissal**

A teacher may dismiss a student from participation in any educational function under that teacher’s charge and supervision for a reasonable period consistent with state/federal law and also the teacher handbook.

### **4. Suspension**

A principal or designee may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days.

- a. In Indiana, a suspension is defined as a disciplinary action whereby a student is separated from school attendance for a period of ten or fewer school days. Within 24 hours, or such additional time as is reasonably necessary, following a suspension, the principal/designee shall send a written statement to the student’s parent(s) describing the student’s conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal/designee shall make a reasonable effort to hold a conference with the parent before or at the

time the student returns to school. Failure of the parent to participate in a conference with the principal/designee does not justify extending the period of the student's suspension.

Students who have been suspended or expelled from the regular school setting, following applicable Indiana law, will not be permitted to attend or participate in any extracurricular activity during the time of their suspension/expulsion. Students who have been suspended or expelled are not permitted to participate in extracurricular practice, contests, or performances until the day of their return to the normal classroom setting following the suspension or expulsion.

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to the items in II.8 below. For more information on suspension and expulsion, please refer to [identify policy]Policy 5610.

## **5. Expulsion**

### **a. An expulsion is:**

- i.** A denial of the right of a student to take part in any school function for any period greater than ten (10) days;
- ii.** A separation from school attendance for the remainder of the current semester of current year unless the student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.

- b.** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation Section II.8.f below.

- a.** An expulsion for violation of the rule against knowingly possessing, handling, or transmitting a firearm, while under the jurisdiction of the School Corporation, will be for a full calendar year, as set out in Article II, Section 8, f., below.

- b.** The expulsion process offers the opportunity for a student due process meeting (See Article III, below).

- c. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. Such reviews shall be conducted by the Superintendent or his/her designee after notice of the review has been given to the student and the student's parent or guardian. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original expulsion meeting and may lead to a recommendation that the student be reinstated for that semester.
- d. A principal may require a student who is at least sixteen (16) years of age and who wishes to enroll after an expulsion to attend an alternative program.
- e. The Board has voted to not hear any appeals on the decision of the Expulsion Examiner.

**6. Other Disciplinary Actions Which Do Not Constitute a Suspension or An Expulsion**

- a. A principal, teacher or other school staff member who supervises students may discipline a student as necessary to ensure a safe, orderly, and effective educational environment by:
  - i. Counseling with a student or group of students;
  - ii. Conferencing with a parent or group of parents;
  - iii. Rearranging class schedules;
  - iv. Requiring a student to remain in school after regular school hours to do school work or for counseling;  
Restricting athletic and other extracurricular activities, including removal from participation in such activities.
- b. A principal or designee may assign a student to:
  - i. A special course of study;
  - ii. An alternative educational program
- c. A principal or designee may remove a student from school sponsored transportation;
- d. The disciplinary actions listed in this Section do not constitute suspensions or expulsions, and the list of disciplinary actions are not exhaustive.

## **7. Application of the Grounds for Expulsion or Suspension**

The grounds for expulsion or suspension, set out below, apply when a student is:

- a.** On a school bus;
- b.** On school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group (including summer school or intersession);
- c.** Off school grounds at a school activity, function, or event, or;
- d.** Traveling to or from school or a school activity, function, or event.

The grounds for expulsion or suspension may also apply when a student's conduct on or off school grounds is unlawful and may reasonably be considered to be interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Please refer to I.C. 20-33-8-15

- e.** The grounds for bullying may be applied regardless of physical location of the bullying behavior when a student demonstrating bullying behavior and the targeted student attend a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to a safe and peaceful learning environment.

## **8. Grounds for Expulsion or Suspension are:**

The following are the grounds for student suspension or expulsion, subject to the procedural requirements, set out below:

- a.** Student misconduct; and/or
- b.** Substantial disobedience.

The following enumeration is illustrative of the type of conduct for which suspension or expulsion may be imposed. This list is not exhaustive.

- a.** Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct constituting an interference with

school purposes, or urging other students to engage in such conduct, such as (without limitation):

- i.** Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
  - ii.** Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or exit from, or use of, the building or corridor or room;
  - iii.** Setting fire to or substantially damaging any school building or property;
  - iv.** Making bomb threats, false 911 calls, false fire alarms or throwing smoke bombs, fireworks or other comparable conduct;
  - v.** Firing, displaying or threatening use of firearms, explosives, or other weapons on school premises;
  - vi.** Preventing or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any lawful meeting or assembly on school property;
  - vii.** Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under their supervision. This subparagraph shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.
  - viii.** Harassing on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, socioeconomic status, disability, religion, or other protected characteristics in violation of the Policies described in Article I, Section 8, above.
  - ix.** Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or simulates a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined below.
  - x.** Violating the School Safety Policy (Section IV).
- b.** Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
- c.** Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable

belief that it was necessary to protect some other person is not a violation of this rule.

- d. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
- e. Engaging in violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- f. No student shall possess, handle, or transmit any firearm or destructive device on school property. The following devices are considered to be a firearm under this rule: 1) any weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, 2) the frame or receiver of any weapon described above, 3) any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device, 4) any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter, 5) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled, 6) an antique firearm, 7) a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes. A “destructive device” as defined in I.C. 35-47.5-2-4 means: 1) an explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rock with a propellant charge for more than four (4) ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above, 2) a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or 3) a combination of parts designed or intended for use in the conversion of a device into a destructive device. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction. The superintendent shall notify the appropriate law

enforcement agency when a student is expelled under this rule and/or when a student brings a firearm or destructive device onto school property or is in the possession of a firearm or destructive device on school property.

- g.** Threatening injury to persons or damage to property or intimidating any person for any purpose, including obtaining money or anything of value regardless of whether there is a present ability to commit the act.
- h.** Failing to report the actions or plans of another person to school personnel where those actions or plans, if carried out, could result in harm of another person or persons or damage property when the student has information about such actions or plans.
- i.** Possession, use, transmission, or being under the influence of the following:
  - i.** Controlled substances as so designated and prohibited by Indiana or federal statute;
  - ii.** All chemicals which release toxic vapors;
  - iii.** All alcoholic beverages;
  - iv.** Any “medication” including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies, including, but not limited to, herbal remedies, anabolic steroids, dietary supplements, and antihistamines, except for those which permission to use in school has been granted pursuant to Board policies 5330 and 5330.01;
  - v.** Any “look-alike” substances;
  - vi.** Any chemicals or substances that are precursors to drug manufacturing;
  - vii.** Any other illegal substance so designated and prohibited by law;
  - viii.** Any substance not taken as directed or prescribed;
  - ix.** Any substance that alters behavioral patterns and is not prescribed by a physician.

It shall be sufficient grounds to prove transmitting a substance governed by this regulation if the provider transmits a substance which closely resembles such a substance, or which he/she represents to be a substance.

It is a violation of this Policy for a student to transmit paraphernalia used with any of the substances listed herein.

A charge of transmitting a substance covered by this subsection may include a charge of possession of such substance. It may be grounds for up to a 10-day suspension.

It shall be sufficient grounds to prove possession or use of a substance by this regulation if the student uses or possesses material which closely resembles such a substance or which he/she represents to be such a substance.

It is a violation of this Policy for a student to possess paraphernalia used with any of the substances listed herein.

Use of medication by a student when such medication has been prescribed for that student by a health care provider authorized by law to prescribe medication does not violate this rule, provided such medication is used by the student in accordance with the School Corporation policy governing the use of prescription drugs while under the jurisdiction of school authorities.

First time offenders determined to be in possession or under the influence of a prohibited substance, as set out herein, may be suspended up to five (5) days pending expulsion; however, an alternative to expulsion may be offered, by the school administrator to the student and his/her parents or guardian. A student is eligible for participation in this alternative program only one (1) time at each level of instruction (elementary, middle, and high) during his/her total enrollment in the New Albany-Floyd County Consolidated School Corporation.

Second or repeat offenders determined to be in possession or under the influence of a chemical substance, as set out herein may be immediately suspended pending expulsion without being offered the alternative educational program.

- i. This program shall attempt to assist students in maintaining responsible behavior so that they may successfully complete school after experiencing the consequences of their violation of this Policy.
- ii. If this alternative is chosen by the student and parents or guardian, the student must attend all sessions of the program. Any cost for the alternative program, not approved by the Corporation, will be the responsibility of the student's parents or guardian.
- iii. If a student enrolls in the alternative program and then withdraws or otherwise fails to satisfactorily complete the program, the building administrator shall immediately resume the expulsion process for such student.
- iv. If the student or his/her parents or guardian do not choose to participate in the alternative educational program, the building administrator shall immediately resume the expulsion process



for such student. Such student may also be referred to the proper authorities.

- j.** Intending to cause intoxication, euphoria, excitement or a similar condition by ingesting or inhaling, or attempting to ingest or inhale the fumes of model glue or a substance containing toluene, acetone, benzene, N-butyl nitrite or other similar substances.
- k.** Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products, cigars, pipes, snuff, or other matter or substance that contains tobacco or nicotine as well as electronic, vape pens/devices (whether or not the vapor actually contains tobacco/nicotine), or other substitute forms of cigarettes, along with any kind of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
- l.** Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- m.** Violating any Board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
  - i.** Engaging in harassment of a student or staff member;
  - ii.** Disobedience of administrative authority;
  - iii.** Engaging in speech or conduct, including clothing that is profane, indecent, lewd, vulgar, or promotes illegal drugs, including tobacco and alcohol, ;
  - iv.** Violation of the Corporation's acceptable use of technology policy or rules;
  - v.** Engaging in sexual behavior on school property;
  - vi.** Violation of the Corporation's administration of medication policy or rules.
- n.** Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.
- o.** Excessive truancy or absence from school without the knowledge and consent of both the parent and the school.
- p.** Excessive cutting of classes and/or tardiness to classes.

- q. Living outside of the New Albany-Floyd County Consolidated School Corporation attendance area without approval of the Corporation.
- r. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
- s. Falsely accusing any person of violating a school rule, and/or state or federal law.
- t. While on school grounds during school hours, knowingly possessing or using a laser pointer or electronic device in a situation or for a purpose not related to a school activity or an educational assignment without permission from the school principal or designee.
- u. "Sexting" or using a cell phone, school issued technology, or any other personal communication device to send, distribute, share, view, or possess pictures, text messages, emails, or other material reasonably interpreted as indecent or sexual nature. In addition to taking any disciplinary action, **the device or devices in question** will be confiscated and any suspected violations of criminal law(s) will be reported to law enforcement authorities.
- v. Personal or group messaging of inappropriate comments, pictures, emojis or videos that contain sexual, harassing or threatening messages.
- w. Engaging in sexual activity that may include, but is not limited to, the showing of breasts, genitals or buttocks.
- x. Unauthorized taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings during a school function or activity
- y. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
- z. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- aa. Engaging in pranks or other similar activity that could result in harm to another person and disruption to the education environment.

**bb.**Violating any school conduct rule the building principal establishes and give notice to students and parents.

**cc.**Engaging in bullying as defined by the bullying policy at I.9 above.

### **III. PROCEDURE FOR HANDLING SUSPENSIONS AND EXPULSIONS FROM SCHOOL**

The Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has provided a procedure for the handling of student suspensions and expulsions from school. The basic premise of this policy is fairness. A full text of the procedure required by Indiana Law is available in the Administrative Services Center, 2813 Grant Line Road, New Albany, Indiana 47150, upon request. The following is a summary of that procedure.

1. Suspension Procedures: When a principal (or designee) determines that a student should be suspended, the following procedures will be followed in accordance with policy 5610. A meeting will be held prior to the suspension of the student. At this meeting, the student will be entitled to:
  - i. A written or oral statement of the charges;
  - ii. If the student denies the charges, a summary of the evidence against the student will be presented; and
  - iii. The student will be provided an opportunity to explain his or her conduct.

The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of suspension.

Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of suspension, describe the student's misconduct, and describe the action taken by the principal or his designee.

If, after an investigation, the principal or designee decides that expulsion is warranted for any student, he/she shall file a written charge with the Superintendent requesting that the student be expelled.

1. The School Corporation may vary from the discipline procedures in this handbook where appropriate to comply with 511 Indiana Administrative Code Article 7.
2. When a principal or designee recommends to the Superintendent that a student be expelled from school, the following procedures will be followed:

- a.** The Superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - i.** A member of the administrative staff who did not recommend that the student be expelled and who was not involved in the events giving rise to that recommendation; or
  - ii.** Legal counsel.
- b.** The Superintendent or the person appointed to hold the expulsion meeting may continue the suspension of a student for more than the ten (10) school days of the principal's suspension and until the time of the expulsion decision, if he/she determines that the student's continued suspension will prevent or substantially reduce the risk of:
  - i.** Interference with an educational function or school purpose; or
  - ii.** A physical injury to the student, other students, school employees or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion for an expulsion due to failure of legal settlement under I.C. § 20-33-8-17.

- c.** An expulsion will not take place until the student and the student's parent or guardian are given notice of their right to appear an expulsion meeting conducted by the Superintendent or the person designated by the Superintendent.
- d.** The notice of the right to appear must be in writing, delivered by certified mail or by personal delivery, contain the reasons for the recommended expulsion. and contain the procedure for requesting an expulsion meeting.
- e.** Failure by a student or a student's parent or guardian to request or to appear at an expulsion meeting shall be deemed a waiver of all rights administratively to contest the expulsion.
- f.** The Superintendent or the person designated to hold an expulsion meeting may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.
- g.** At the expulsion meeting, the principal or designee will present information to support the charges against the student. The student, parent or

guardian will have the opportunity to answer the charges against the student, and to present information to support the student's position.

- h. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate and give notice of the action taken to the student and the student's parent or guardian, by certified mail or personal delivery.
  - i. In accordance with Indiana Code, a student or parent may request an appeal to the Board of School Trustees on the action taken by the expulsion examiner unless the Board of Trustees has voted to not hear any appeals. The NAFC Board of Trustees voted not to hear any appeals. The ruling of the Expulsion Examiner is final.
- Under Indiana law, judicial review of the Board of School Trustee's action, by the Circuit or Superior Court of Floyd County is limited to the issue of whether the School Corporation acted without following the procedure required by the student due process statute, I.C. 20-33-8 et. seq.

#### IV. SCHOOL SAFETY POLICY

The New Albany-Floyd County Consolidated School Corporation has adopted proactive safety policy governing students who commit, attempt to commit, or threaten aggressive acts toward persons (students, employees, or visitors) or property. This policy applies when a student is on a school bus, on school grounds, off school grounds at a school activity, function, or event, and while traveling to and from school or a school activity, function, or event. This policy may also apply when a student's conduct is unlawful and may reasonably be considered an interference with school purposes or an educational function, when such conduct occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Students who commit these acts will be suspended and may be expelled for up to one school year or one calendar year, in the case of firearms violations. Students will also be referred to the probation office or the prosecutor's office as required or appropriate. Students who make threats, whether spoken, written, by gesture, or expressed in digital means; and/or students whose behavior gives rise to a reasonable belief that the student is substantially likely to injure the student or others may be the subject to a Threat Assessment by the Corporation.

The school safety policy is implemented at each specific level of instruction (elementary, middle and high), and will not follow the student to the next level of instruction.

1. It shall be grounds for an immediate ten (10) days suspension pending expulsion for any student to possess, handle, use, threaten to use, demonstrate the intent to use or transmit weapons, firearms, or explosives. Except in instances involving firearms, upon the recommendation of the building principal, first-time offenders may be given the option of participating in an approved educational/counseling program outside the school corporation. The cost of such outside educational/counseling program shall be the responsibility of the student and the student's parents or guardians. The School Corporation may consider a reduction in the length of the expulsion upon satisfactory completion of this program.
2. A student will be expelled for a full calendar year for possessing, handling, or transmitting a firearm, as defined by Indiana law, while under the jurisdiction of the school corporation. Under I.C. 35-47-1-5, a "firearm" means any weapon that is capable of expelling or designed to expel or that may readily be converted to expel a projectile by means of an explosion. A student expelled under this provision will not be re-enrolled in the school corporation until the beginning of the semester following the end of the expulsion. The length of expulsion for possession, handling, or transmitting a firearm may be reduced by the Superintendent, if the circumstances warrant such a reduction.
3. First-time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use, or transmitted weapons, firearms or explosives may be immediately suspended for up to five (5) school days. Such students shall also be required to meet with the school counselor upon returning to school.
4. The remainder of this policy notwithstanding, when a first-time offender has engaged in violent conduct or has continued to demonstrate aggressive behavior after being told by a school employee to cease and desist (students must be able to immediately demonstrate restraint and self-control) such student may be suspended for ten (10) school days pending expulsion. The students may, upon the recommendation of the building principal, be given the option of participating in an approved educational/counseling program outside the School Corporation. The cost of such outside educational/counseling program shall be the responsibility of the school district. The Superintendent may consider a reduction in the length of the expulsion upon satisfactory completion of this program.
5. Second time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled,

used, threatened to use or transmitted weapons, firearms or explosives shall be immediately suspended up to ten (10) school days. Such conduct may also be grounds for expulsion; however, an educational/counseling alternative to expulsion provided by an approved outside agency may be offered by the building principal to the student and his/her parents or guardians. If the educational/counseling alternative is offered, required documentation must be presented upon return to school.

- a. This program will be designed to assist students in successfully managing and resolving conflicts in a nonviolent and non-aggressive manner, so that they may successfully complete school after experiencing the consequences of their violation of this policy.
  - b. If the outside educational/counseling program is chosen by the student and parents or guardians the student must attend all sessions of the program. Any cost for this program will be the responsibility of the student and the student's parents or guardians.
  - c. If the student enrolls in the outside educational/counseling program and then withdraws or otherwise fails to satisfactorily complete the program, the building administrator shall immediately resume the expulsion process for such student.
  - d. If the student or his/her parents or guardians do not choose to participate in the outside educational/counseling program, the building administrator shall immediately resume the expulsion process for such student. Such student may be referred to the Floyd County Probation Office for any appropriate action.
6. Students who threaten or commit aggressive acts on more than two occasions may be immediately suspended for ten (10) school days pending expulsion.
  7. If a student's behavior is a criminal act, in addition to school discipline, the school will also notify the proper authorities.

## **V. DRIVER'S LICENSE POLICY**

The School Corporation reserves the right to prohibit students from obtaining drivers' permits and/or drivers' licenses and/or to revoke students' drivers' licenses under the applicable provisions of state law and school corporation policy. The policy may be implemented for students who are habitually truant (those who have more than ten uncertified absences in a semester), are suspended from school for a second time, and/or are expelled or excluded from attendance at the school. The school may also

implement this policy for students under the age of eighteen (18) who withdraw from school, including those who withdraw from school in order to avoid the revocation process. The portion of this policy dealing with drivers' permits applies to students aged fourteen (14) and fifteen (15). The policy relating to the revocation of drivers' licenses applies to students under the age of eighteen (18). In the event that the process is implemented, a registered letter will be sent to the parent(s) or guardian(s) of the student. The student and parent(s)/guardian(s) will have due process rights. At the conclusion of the due process procedure if the student is determined to be in violation of this policy, the proper form will be sent to the Bureau of Motor Vehicles.

## **VI. SCHOOL BUS SAFETY CODE**

All school children, while being transported on a school bus, shall be under supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the bus driver and the governing body of the School Corporation.

The following rules have been instituted for the safety and comfort of our children and the efficient operation of our bus fleet.

Students must do the following:

1. Be at their bus pickups on time.
2. Wait their turns to load and unload the bus. Avoid standing or playing on the road while waiting for the bus.
3. The bus driver and bus monitors should be treated with respect.
4. Show consideration for the property where their bus stops are located. Damage and destruction at "stops" may result in the discontinuance of these "stops."
5. Nothing (arms, hands, heads, books, etc.) shall be allowed to protrude from open windows on the bus. Windows may only be opened or closed with the permission of the bus driver. Feet should be kept on the floor at the seats and not protrude into aisles of the bus.
6. Horseplay, littering, loud and boisterous conduct on the bus will not be allowed. This type of conduct distracts a driver and may result in a serious accident endangering every person on the bus.
7. Students must wear seat belts on buses where they are available.

## **VII. TELECOMMUNICATION**

Student Access to the Internet



Users are legally bound to the terms and conditions of the Telecommunications Use Agreement. It is assumed that users have read the terms and conditions carefully and understand their significance including the understanding that any violation of these regulations is unethical, may constitute a criminal offense, that accessor's privileges may be revoked and school disciplinary action may be taken as well as appropriate legal action.

If a parent or guardian does not authorize the school to make Internet access available to their student, it is the parent's responsibility to inform the school in writing. Alternate activities of a suitable educational nature not requiring Internet access will be assigned to students whose parents have informed the school not to make Internet access available to their student.

#### **VIII. NEW ALBANY-FLOYD COUNTY CONSOLIDATED SCHOOL CORPORATION TELECOMMUNICATIONS USE AGREEMENT**

The New Albany-Floyd County Consolidated School Corporation firmly believes that there is a wealth of information and interaction on the worldwide computer network that will provide valuable resources for our students. With access to computers and people from all over the world through Internet, it is impossible to control access to all materials found on the Internet, and an industrious user may discover controversial information. Sponsoring teachers will instruct and supervise their students in acceptable use of the Internet and proper Internet etiquette.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. Access to the Internet through school machines requires responsible, efficient, ethical, and legal utilization of Internet resources. Users violating any of the acceptable use policy may be disciplined, and their access to Network and Internet services terminated and future access denied.

#### **IX. INTERNET-TERMS AND CONDITIONS**

1. Responsible Use – Internet and Network access must be in support of education and research and consistent with the educational objectives of this School Corporation. Transmission of any material in violation of any U.S. or State regulation is prohibited. This includes, but is not limited to, infringement of any copyrighted material, threatening or obscene material, or material protected by trade restrictions. Users may not access, upload, or download sexually explicit materials. Internet and Network access may not be used for commercial activities.

- 2. Privileges** – The use of the New Albany-Floyd County Consolidated School Corporation telecommunications service is a privilege, not a right, and inappropriate use will result in a cancellation of all privileges. Assignments that require Internet access will have a faculty sponsor who will instruct and monitor student activity on the Internet. The sponsor and the Network administrators will deem what is inappropriate use and their decision is final. Parents, faculty sponsors, administration, faculty, or staff may request that further account privileges be denied, revoked, or suspended for any violation of this policy.
- 3. Network Etiquette** – Users are expected to abide by the generally accepted rules of Internet etiquette. These include, but are not limited to, the following:

  - a.** Be polite. Do not be abusive in messages to others.
  - b.** Use appropriate language. Offensive or vulgar messages, such as messages that contain sexual or racial comments are strictly prohibited, in conformity with the School Corporation's existing Policies, rules, and regulations governing harassment and discrimination. Illegal activities are strictly forbidden.
  - c.** Do not reveal personal address or telephone number, or those of other students or colleagues.
  - d.** E-mail is not guaranteed to be private. System Operators may have access to all e-mail. Messages relating to or in support of illegal or improper activities will be reported to the proper authorities.
  - e.** Do not use the Internet or Network in such a way that would disrupt the use of the Internet or Network by other users.
  - f.** All communications and information accessible via the Internet should be assumed to be private property and safeguarded by copyright laws.
  - g.** Word messages carefully and be brief.
  - h.** Passwords may not be shared except with the teacher/supervisor and the System Operator.
  - i.** Users may not access another person's files or account without their permission.
- 4. Warranties** – The New Albany-Floyd County Consolidated School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The New Albany-Floyd County Consolidated School Corporation will strive to provide error-free, dependable access to the

computing resources associated with Network and Internet use. However, this School Corporation is not responsible for any damages suffered due to loss of data resulting from delays, non-delivery, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at the user's risk. The New Albany-Floyd County Consolidated School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through these Network and Internet services.

5. Security – Security on any computer system is a high priority, especially when the system involves many users. If a user feels that he/she can identify a security problem on the network, he/she must notify a sponsoring teacher or a system administrator. Do not demonstrate the problem to others. Do not use another individual's account without permission from that individual. Attempts to log on to the network as a system administrator will result in disciplinary actions. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the Internet services.
6. Vandalism – Vandalism will result in cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data or another user of other networks that are connected to the New Albany-Floyd County Consolidated School Corporation wide area network. This includes, but is not limited to, the uploading or creation, or distribution of computer viruses. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.

The Director of Technology and Instructional Services shall develop and maintain a Technology Manual setting forth additional rules, policies, and procedures for effective management of the School Corporation's Wide Area Network and technological services.

The Board of School Trustees firmly believes that broad educational opportunity should be a right for all children. Educational experiences are provided not only in the regular classroom, but also by a comprehensive extracurricular activities program. Therefore, removal from the extracurricular activities or from the classroom as a disciplinary measure is resorted to only when self-discipline fails.

It is the sincere hope of the Board of School Trustees that this Guide will be helpful to students, parents, and teachers in the effort to promote more democratic schools and continued good relations between students and teachers.

## **X. Every Student Succeeds Act**

- a. **Parent's Right to Know:** Upon a parent's request, the School Corporation will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.
- b. **Testing:** Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by the School Corporation. More information about Indiana's testing requirements is available at:  
<http://www.doe.in.gov/assessment>.

**XI. Local School Wellness Policy:** In accordance with School Board policy, the Superintendent has appointed INSERT NAME AND/OR POSITION to serve as the Indoor Air Quality (IAQ) Coordinator for the Corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the Corporation. The IAQ Coordinator (Leslie Beach) may be contacted at [lbeach@nafcs.org](mailto:lbeach@nafcs.org) and 812-942-4200.

**XII. Meningococcal Disease:** Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's health care provider about meningococcal disease and vaccination.

**XIII. Pesticide Use:** On occasion, the Corporation may find it necessary to utilize pesticides in order to control a pest problem. When these occasions occur, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be sent to all individuals registered in the school corporation's Pesticide Notification Registry. Parents, legal guardians, and

school staff will be notified of specific pesticide applications made at the school. **To receive notification, you must be placed on the notification registry. Forms are available in each school's office.** Notification will be given at least two days before planned pesticide applications during the normal school year. In addition, for pesticides applied anytime during the year, emergency application notifications will be given as soon as possible. Notifications need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The Corporation will keep records of pesticide applications and information about the pesticides used for two years. Anyone may request to review these records by contacting the corporation's Director of Facilities at 812-942-4200.

**XIV. Student Privacy, Parental Access to Information, and Inspection of Materials**

- a.** The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:
  - i.** political affiliations or beliefs of the student or his/her parents;
  - ii.** mental or psychological problems of the student or his/her family;
  - iii.** sex behavior or attitudes;
  - iv.** illegal, anti-social, self-incriminating, or demeaning behavior;
  - v.** critical appraisals of other individuals with whom respondents have close family relationships;
  - vi.** legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
  - vii.** religious practices, affiliations or beliefs of the student or his/her parents; or
  - viii.** income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).
- b.** The Superintendent will establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.
- c.** Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will

have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

- d. Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.
- e. The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- f. The administration will notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:
- g. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- h. The administration of any survey by the Corporation or a third party that contains one or more of the items described above.

**XV. Access to Students with Disabilities:** In compliance with state and federal law, the (LEA) will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special

education programs. For further information on the evaluation procedures and provision of services to protected disabled students, contact:  
Name and/or Title Michelle Ferree, Director of Support Services  
Address 2813 Grantline Rd, New Albany, IN 47150  
Telephone No. 812-942-4200

## **XVI. Directory Information**

The Superintendent hereby provides public notice to students and their parents of the school corporation's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; and scholarships.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

The Superintendent is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army National Guard and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information (student's name, address, and listed or published telephone number) when requested to do so. A secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior consent of the parent(s)/eligible student.

The School Corporation hereby provides notice to parents and students that either one may request that the information not be released by the School Corporation to the military recruiting representatives. To complete this process, a student or parent would submit a written request to the building administrator at the school.

If the student opts-out and later changes his/her mind a revocation may be made by submitting a written revocation of opt out to the building administrator at their respective school.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the building administrator at their respective school within ten (10) days after receipt of this annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parents/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student.

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